Supplementary Information for Legislative Review

1992 - 1993 Departmental Expenditure Estimates

Manitoba
Government
Services

DEPARTMENT OF GOVERNMENT SERVICES

SUPPLEMENTARY INFORMATION

FOR

LEGISLATIVE REVIEW

1992-93 EXPENDITURE ESTIMATES

Includes 10% post-consumer waste.

92-06254/

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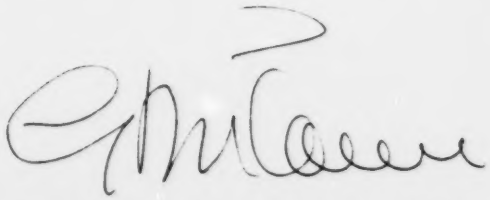
PREFACE

THE SUPPLEMENT TO THE PRINTED MAIN ESTIMATES OF MANITOBA GOVERNMENT SERVICES PROVIDES BACKGROUND INFORMATION ON THE DEPARTMENT.

THIS DOCUMENT IS ORGANIZED INTO FOUR PARTS: OVERVIEW, PROGRAM AND FINANCIAL INFORMATION, HISTORICAL INFORMATION AND FLEET VEHICLE AGENCY SUPPLEMENTAL INFORMATION. THE OVERVIEW IS OF THE 1992/93 BUDGET REQUIREMENTS. THE FINANCIAL ANALYSIS INCLUDES DETAILS OF STAFFING REQUIREMENTS AND EXPENDITURES AND IS ORGANIZED ACCORDING TO MAIN APPROPRIATIONS TO PROVIDE AN EASY CROSS REFERENCE TO THE PRINTED MAIN ESTIMATES. PART THREE PROVIDES FIVE YEARS OF BUDGET COMPARISON. PART FOUR INCLUDES PROGRAM AND FINANCIAL INFORMATION RELATING TO THE FLEET VEHICLE BRANCH WHICH WILL BE CONVERTED TO SPECIAL OPERATING AGENCY STATUS UPON APPROVAL OF COMPLEMENTARY LEGISLATION. A STANDARD GLOSSARY OF TERMS IS INCLUDED AS PART OF THIS DOCUMENT.

GOVERNMENT SERVICES PROVIDES AND COORDINATES THE DELIVERY OF A WIDE RANGE OF SUPPORT SERVICES TO OTHER DEPARTMENTS AND AGENCIES. THE SERVICES PROVIDED MUST PRODUCE QUALITY RESULTS THAT SATISFY THE CLIENT NEED AT A FAVOURABLE COST TO GOVERNMENT.



THE HONOURABLE GERRY DUCHARME
MINISTER OF GOVERNMENT SERVICES

PART 1

DEPARTMENTAL OVERVIEW

DEPARTMENT OF GOVERNMENT SERVICES

MINISTER

HONOURABLE GERRY DUCHARME

DEPUTY MINISTER

HUGH G. ELIASSON

OVERALL RESPONSIBILITIES

Manitoba Government Services is charged with providing a wide range of central support services to Cabinet, Treasury Board, all departments and some agencies, boards, corporations, and commissions of the Manitoba Government. The overall responsibilities of the Minister and the Department include:

- planning, design, acquisition/construction, and management of Government property;
- acquisition, supply and management of common commodities and services such as fleet vehicles, purchasing, office equipment, accommodation, inventory management, telecommunications and postal services;
- consultation with clients as to their needs and expectations; and
- advising Cabinet and Treasury Board in the development of policies, procedures, and standards to provide effective and efficient service.
- The Department is made up of four operating Divisions as outlined in the organization chart on schedule 2. In addition to the four Divisions, there are two independent bodies, the Land Value Appraisal Commission and the Manitoba Disaster Assistance Board, which report directly to the Minister.

SCHEDULE 1

STATUTORY RESPONSIBILITIES OF THE MINISTER OF GOVERNMENT SERVICES

The Emergency Measures Act E80

The Government House Act G80

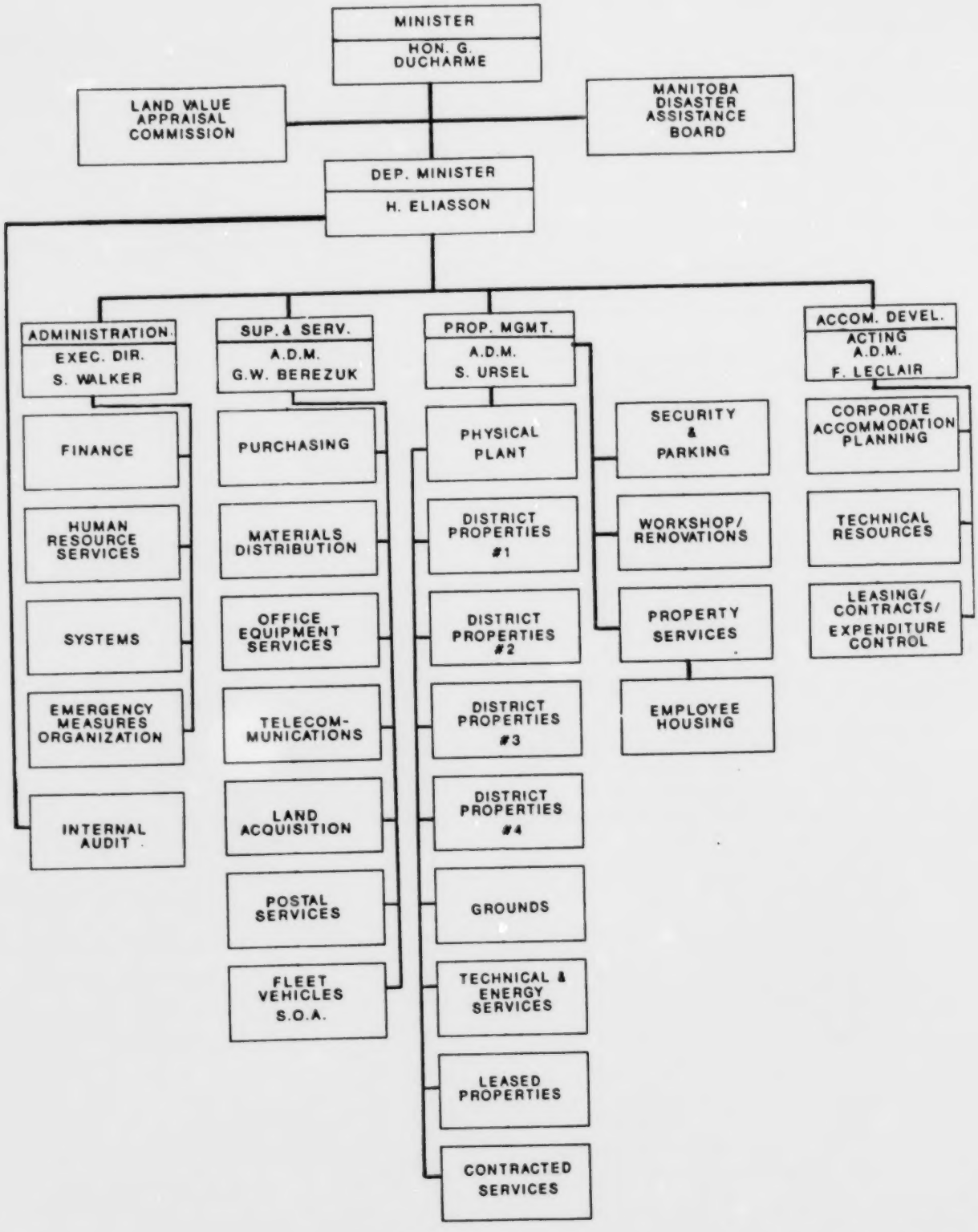
The Government Purchases Act G90

The Land Acquisition Act L40

The Expropriation Act E190

The Public Works Act P300

GOVERNMENT SERVICES
ORGANIZATION CHART



SCHEDULE 3

GOVERNMENT SERVICES
EXPENDITURE SUMMARY
BY MAIN APPROPRIATION

Adjusted Vote 1991/92		Year Ending March 31, 1993
$2,462,600	1. Administration	$2,520,400
117,686,300	2. Property Management	119,754,800 1.
460,000	3. Supply and Services	4,770,000
2,203,700	4. Accommodation Development	2,178,200
57,100	5. Land Value Appraisal Commission	62,400
876,600	6. Disaster Assistance	860,900
$123,746,300	TOTAL OPERATING EXPENDITURES	$130,146,700
	EXPENDITURES RELATED TO CAPITAL	
$25,294,000	7. Expenditures Related to Capital	$13,521,200
$149,040,300	TOTAL FOR GOVERNMENT SERVICES	$143,667,900

*RECONCILIATION STATEMENT

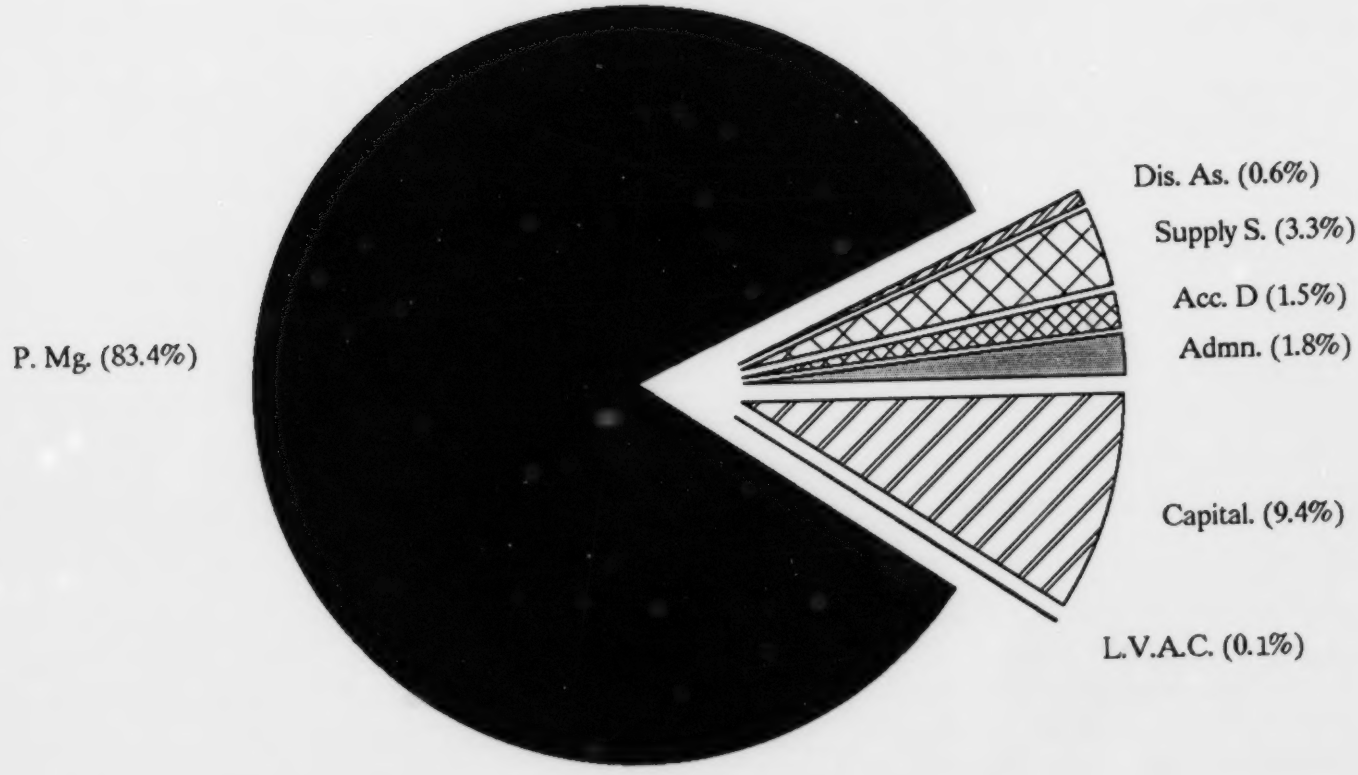
Details	1991–92 Estimates
1991–92 Main Estimates	$148,771,600
Allocation of General Salary Increase	282,800
Transfer of functions from:	
– Family Services	15,000
– Highways and Transportation	21,600
Transfer of functions to:	
– Culture, Heritage and Citizenship	(50,700)
1991–92 Adjusted Vote	$149,040,300

NOTE:

1. This amount includes a $61,466,600 allocation for rental payments as the result of the sale and lease–back of government–owned buildings from Manitoba Properties Inc.

CHART 1

PERCENTAGE DISTRIBUTION OF EXPENDITURES BY DIVISION



SCHEDULE 4

GOVERNMENT SERVICES

EXPENDITURE SUMMARY

BY SALARY, OPERATING AND GRANTS

ELEMENT	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
SALARIES (Details on Schedule 5)		$36,123,200		$35,399,600
OPERATING EXPENDITURES	$124,612,400		$118,211,700	
Less: Recoverable from other appropriations	(36,989,300)		(23,464,600)	
		87,623,100		94,747,100
EXPENDITURES RELATED TO CAPITAL		25,294,000		13,521,200
TOTAL FOR GOVERNMENT SERVICES		$149,040,300		$143,667,900

GOVERNMENT SERVICES

STAFF YEAR SUMMARY

BY APPROPRIATION

RES. NO.	APPRO. NO.	DIVISION/BRANCH	ADJUSTED VOTE 1991/92 SY	ADJUSTED VOTE 1991/92 SALARIES	YEAR ENDING MARCH 31, 1993 SY	YEAR ENDING MARCH 31, 1993 SALARIES
58	8-1	**ADMINISTRATION**				
	(a)	Minister's Salary	1.00	20,600	1.00	20,600
	(b)	Executive Support	7.26	326,800	7.26	335,500
	(c)	Finance	20.00	792,500	20.00	799,700
	(d)	Human Resource Services	14.00	522,400	14.00	547,000
	(e)	Systems	8.00	327,100	8.00	343,000
	(f)	Lt. Governor's Office	2.00	78,300	2.00	85,900
		TOTAL	52.26	$2,067,700	52.26	$2,131,700
59	8-2	**PROPERTY MANAGEMENT**				
	(a)	Executive Administration	3.00	131,000	3.00	137,900
	(b)	Physical Plant	625.41	18,427,400	616.41	19,238,700
	(c)	Workshop/Renovations	75.31	2,723,800	65.31	2,436,300
	(d)	Leased Properties	1.00	43,400	1.00	45,000
	(e)	Property Services	10.00	357,600	10.00	350,100
	(f)	Security Services	93.30	2,574,700	93.30	2,720,300
		TOTAL	808.50	$24,257,900	789.50	$24,928,300
60	8-3	**SUPPLY AND SERVICES**				
	(a)	Executive Administration	3.00	137,200	3.00	145,500
	(b)	Fleet Vehicles	48.05	1,473,200	0.00	0
	(c)	Office Equipment Services	15.00	481,400	15.00	499,600
	(d)	Purchasing	41.05	1,381,400	38.05	1,398,600
	(e)	Materials Distribution	28.07	764,400	23.07	739,700
	(f)	Telecommunications	19.06	600,600	19.06	614,100
	(g)	Postal Services	27.00	687,800	26.00	696,500
	(h)	Land Acquisition	40.26	1,503,400	38.26	1,468,400
		TOTAL	221.49	$7,029,400	162.44	$5,562,400

SCHEDULE 5

GOVERNMENT SERVICES

STAFF YEAR SUMMARY

BY APPROPRIATION

RES. NO.	APPRO. NO.	DIVISION/BRANCH	ADJUSTED VOTE 1991/92 SY	ADJUSTED VOTE 1991/92 SALARIES	YEAR ENDING MARCH 31, 1993 SY	YEAR ENDING MARCH 31, 1993 SALARIES
61	8-4	ACCOMMODATION DEVELOPMENT	47.20	$2,033,500	43.20	$2,032,200
62	8-5	LAND VALUE APPRAISAL COMMISSION	2.00	$69,500	2.00	$86,300
63	8-6	DISASTER ASSISTANCE				
	(a)	Emergency Measures Organization	12.26	$494,000	12.26	$523,300
	(b)	Disaster Assistance Board	3.00	171,200	3.00	135,400
		TOTAL	15.26	$665,200	15.26	$658,700
	08	TOTAL FOR GOVERNMENT SERVICES	1,148.15	$36,123,200	1,066.10	$35,399,600

NOTE:

Fractions of staff years represent weeks of employment. For example 1,066.10 staff years means 1,066 full staff years and 10 weeks of employment.

SCHEDULE 6

GOVERNMENT SERVICES

STAFF YEAR SUMMARY 1992/93

BY STAFF CATEGORY**

	MANAGERIAL		PROFESSIONAL/ TECHNICAL		ADMINISTRATIVE SUPPORT		TOTAL	
	SY	$	SY	$	SY	$	SY	$
ADMINISTRATION	7.00	414,800	18.00	737,600	27.26	961,300	52.26	2,113,700
PROPERTY MANAGEMENT	12.00	641,200	723.24	21,574,200	54.26	1,688,300	789.50	23,903,700
SUPPLY AND SERVICES	7.00	402,100	40.00	1,708,200	115.44	3,334,900	162.44	5,445,200
ACCOMM. DEVELOPMENT	4.00	260,000	28.20	1,334,300	11.00	349,800	43.20	1,944,100
LAND VALUE APPRAISAL COMMISSION	1.00	41,000			1.00	31,500	2.00	72,500
DISASTER ASSISTANCE	2.00	104,300	3.00	143,600	10.26	383,000	15.26	630,900
TOTAL	33.00	1,863,400	812.44	25,497,900	220.18	6,748,800	1,066.10	34,110,100

NOTE: 1. Reconciliation of Amount of Salaries

Total Salaries Costs per Above	34,110,100
Staff Turnover	(580,600)
Remoteness Allowance	113,100
Overtime	452,000
Shift Premium	148,400
Severance/Vacation Pay	728,100
Worker's Compensation	173,700
Statutory Holidays	176,800
Other	78,000
Net Salaries Costs per Schedule 5	$35,399,600

** NOTE: Fractions of staff years represent weeks of employment. For example: 1,066.10 staff years means 1,066 full staff years and ten weeks of employment.

CHART 2

PERCENTAGE DISTRIBUTION OF SALARIES

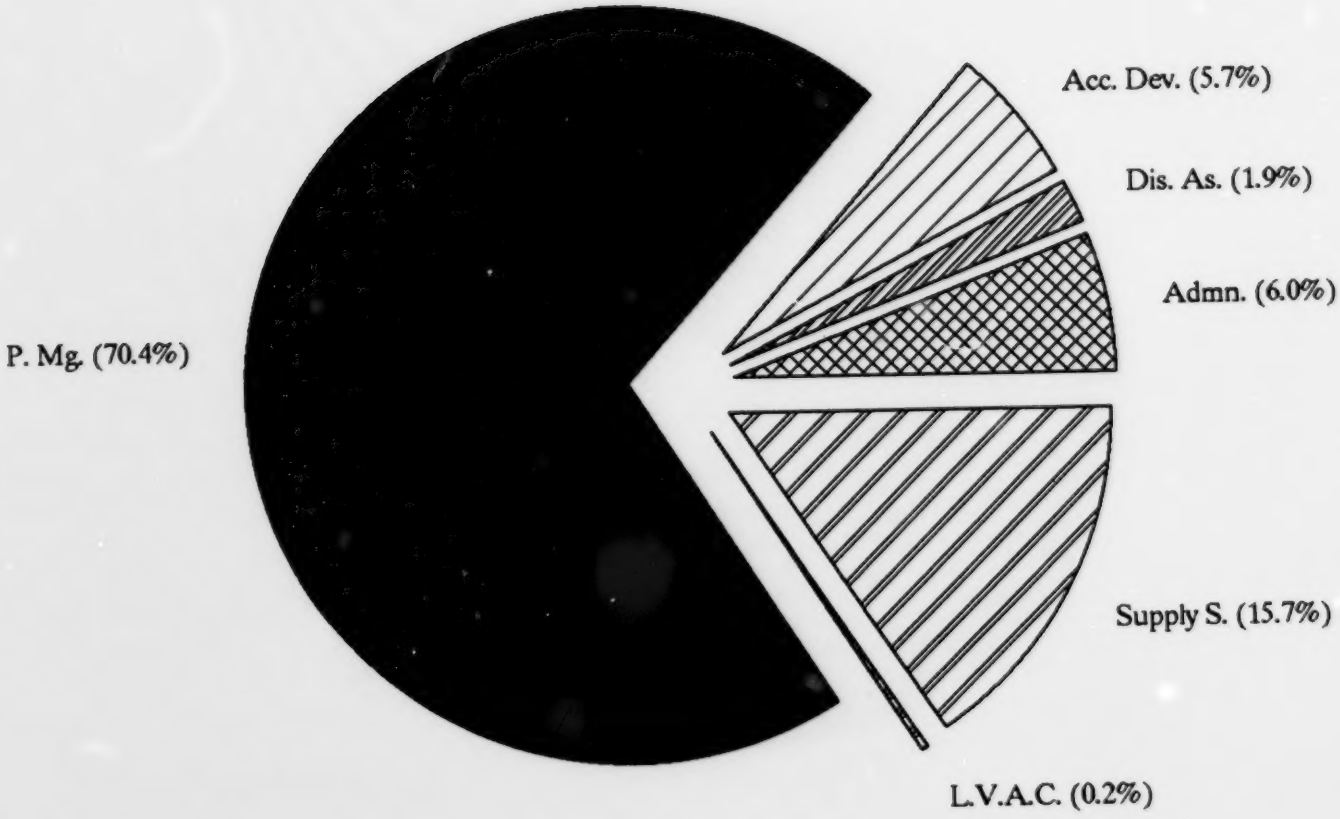
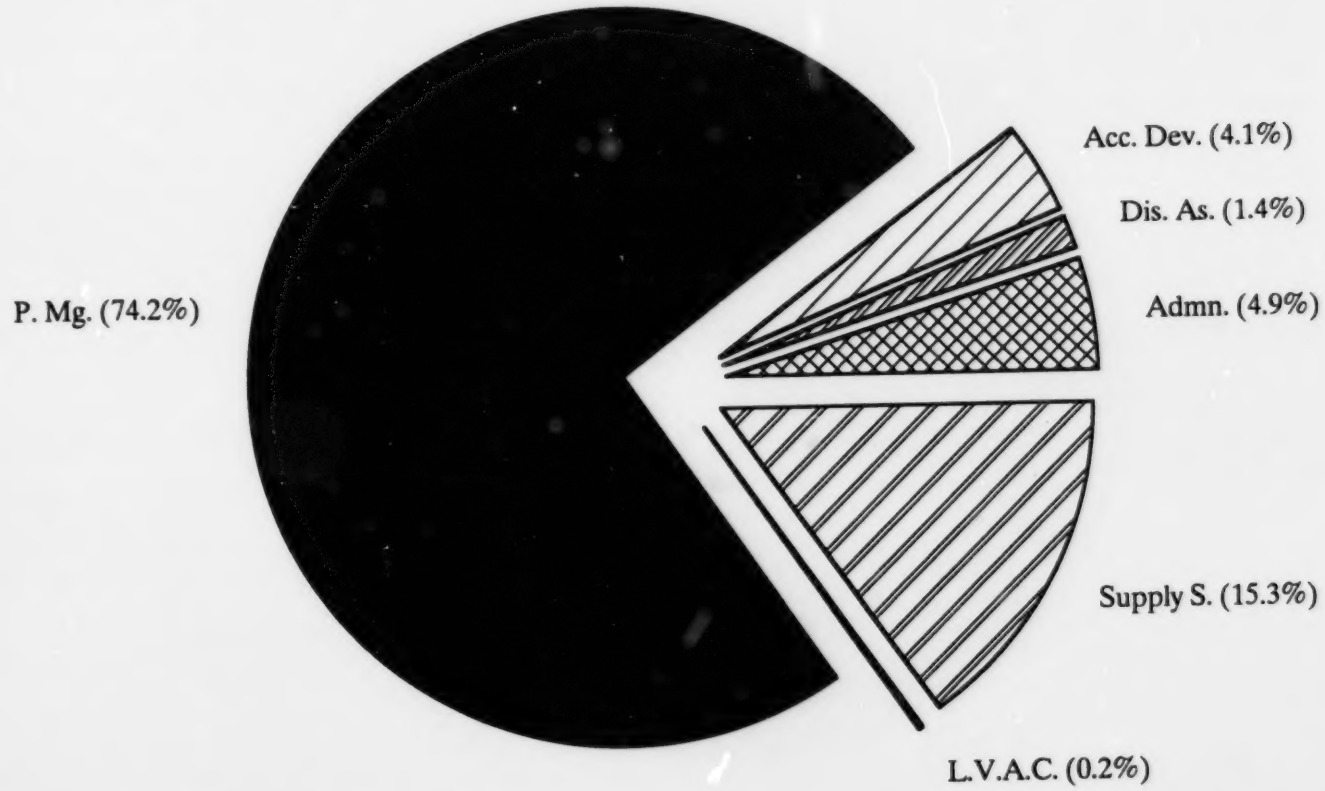


CHART 3

PERCENTAGE DISTRIBUTION OF STAFF YEARS



PART 2

DETAILED FINANCIAL INFORMATION

ADJUSTED VOTE 1991/92	APPR. NO.	GOVERNMENT SERVICES (VIII) DETAILS OF APPROPRIATION	YEAR ENDING MARCH 31, 1993	RESOLUTION NO.
$2,462,200	1.	**ADMINISTRATION**	$2,520,400	58

- Coordinates the departmental planning process, reviews legislation, policies and programs.

- Provides centralized accounting, budgeting and financial services through the development of financial policies, systems and procedures which are supported by internal audit reviews.

- Provides human resource management services in the areas of training, career counselling, resource planning, job classification, labour relations, affirmative action, occupational health and safety, and payroll and benefits administration.

- Coordinates systems activities within the Department to ensure efficient and appropriate deployment of related resources in addressing management information needs.

- Provides for the operation of the Office of the Lieutenant Governor.

				REFERENCE NUMBER
1 (a)	$20,600	Minister's Salary	$20,600	1
(b)	368,900	Executive Support	377,100	2
(c)	938,600	Finance	944,300	3
(d)	596,800	Human Resource Services	619,900	4
(e)	392,100	Systems	406,100	5
(f)	145,600	Lieutenant Governor's Office	152,400	6
	$2,462,600		$2,520,400	

REFERENCE NUMBER 1

SUB–APPROPRIATION 08–1A

MINISTER'S SALARY

OBJECTIVE(S)

To provide for the additional compensation to which an individual appointed to the Executive Council is entitled.

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES – Managerial	1.00	20,600	1.00	20,600

REFERENCE NUMBER 2

SUB-APPROPRIATION 08-1B

EXECUTIVE SUPPORT

OBJECTIVE(S)

To provide executive management direction and monitoring for the department.

To provide administrative support for the Minister and Deputy Minister.

ACTIVITY IDENTIFICATION

Advises the Minister on aspects of policy affecting the department.

Coordinates and manages the activities of the department.

Provides administrative support for the offices of the Minister and Deputy Minister.

EXPECTED RESULTS

The development of departmental policy positions.

The management of departmental activities and projects.

The delivery of administrative services to the offices of the Minister and Deputy Minister.

REFERENCE NUMBER 2

SUB-APPROPRIATION 08-1B

EXECUTIVE SUPPORT

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	89,000	1.00	92,000
Administrative Support	6.26	237,800	6.26	243,500
TOTAL SALARIES	7.26	326,800	7.26	335,500
OTHER EXPENDITURES				
Transportation		13,100		12,300
Communication		11,900		12,300
Supplies & Services		8,800		7,800
Capital		600		200
Other Operating		7,700		9,000
TOTAL OTHER EXPENDITURES		42,100		41,600
TOTAL EXPENDITURES		368,900		377,100

REFERENCE NUMBER 3

SUB-APPROPRIATION 08-1C

FINANCE

OBJECTIVE(S)

To provide the department with accounting, budgeting, financial and management support services via the development of policies, systems and procedures, which are reinforced by program evaluations and internal audit reviews.

ACTIVITY IDENTIFICATION

Provides the department with overall administrative support services through the Executive Director of Administration.

Provides a central departmental financial management function designed to aggregate financial information into the central government budget and accounting process in order to serve the decision-making needs of departmental management and the Department of Finance.

Maintains key activities essential to fulfilling requirements under the Financial Administration Act, The Appropriations Act(s), Treasury Board Directives and central government and departmental policy.

Conducts audit reviews, follow-up and special studies of departmental operations for the purpose of advising management on the effectiveness of financial and managerial systems and controls.

Coordinates departmental management planning, policy and legislation development, sustainable development and program evaluation activities using internal and external resources.

EXPECTED RESULTS

Process approximately 66,000 transactions with 99.7% accuracy through improved internal voucher processing systems. Expansion of automation to accounting systems will continue with the implementation of an automated accounts receivable and revenue record keeping function.

Audit reviews of approximately 5 major programs and 6 follow-up reviews to monitor the implementation of recommendations. Evaluation of various programs and services at the request of management.

An overall strategic plan supported by operational plans for each program.

Financial information relevant to the department's Estimates of Expenditures and Revenues and periodic financial reports for management and the Department of Finance.

The department's Annual Report and the Minister's Session Book.

Responses to Freedom of Information enquiries.

REFERENCE NUMBER 3

SUB-APPROPRIATION 08-1C

FINANCE

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY	$		SY	$	
SALARIES						
Managerial	3.00	183,600		3.00	189,700	
Professional/Technical	7.00	256,600		7.00	266,100	
Administrative Support	10.00	323,200		10.00	338,900	
	20.00	763,400		20.00	794,700	
Add: Overtime		2,000			5,000	
Severance & Vacation		27,100			0	
TOTAL SALARIES	20.00	792,500		20.00	799,700	
OTHER EXPENDITURES						
Transportation		6,900			7,200	
Communication		20,100			18,600	
Supplies & Services		102,600			99,300	
Office Supplies		14,900			15,700	
Professional Services		80,000			80,000	
Other		7,700			3,600	
Capital		1,700			2,500	
Other Operating		14,800			17,000	
Computer Charges – Vouchers		11,000			10,000	
Other		3,800			7,000	
TOTAL OTHER EXPENDITURES		146,100			144,600	
TOTAL EXPENDITURES		938,600			944,300	

REFERENCE NUMBER 4

SUB-APPROPRIATION 08-1D

HUMAN RESOURCE SERVICES

OBJECTIVE(S)

To provide professional and administrative support to program managers and staff in all areas of human resource management and occupational health and safety to ensure the most effective utilization of the department's human resources and to promote a positive, healthy and safe work environment.

ACTIVITY IDENTIFICATION

Provides professional expertise to the department in the areas of human resource planning, training and development, recruitment and selection, classification, and pay and benefits administration.

Provides a labour relations service to assist managers in dealing with labour relations issues in the workplace.

Represents the department in all human resource dealings with central/external agencies.

Coordinates and integrates comprehensive departmental Affirmative Action programs and Occupational Health and Safety programs.

Creates and maintains accurate and timely human resource records documentation.

EXPECTED RESULTS

Continued implementation of an integrated management information system within the branch involving the installation of an automated network and the establishment of employee and position databases for various human resource applications.

Development of a staff and position skills inventory database system for the department.

Recruitment and selection of staff to permanent and term vacancies under delegated staffing authority.

Implementation of delegated classification authority within the Department.

Delivery of comprehensive safety training entitled Management of Employees Safety & Health.

Implementation of all major objectives established for the Department's Affirmative Action Program.

An in-house Staff Training and Development Program with 70 offerings and involving 500 employees.

REFERENCE NUMBER 4

SUB-APPROPRIATION 08-1D

HUMAN RESOURCE SERVICES

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	54,400	1.00	56,400
Professional/Technical	4.00	179,300	4.00	189,600
Administrative Support	9.00	288,700	9.00	301,000
	14.00	522,400	14.00	547,000
TOTAL SALARIES	14.00	522,400	14.00	547,000
OTHER EXPENDITURES				
Transportation		2,600		2,600
Communication		13,200		13,000
Supplies & Services		20,700		16,100
Office Supplies	13,400		7,800	
Equipment Rentals/Maintenance	7,300		8,300	
Capital		1,000		2,500
Other Operating		36,900		38,700
Computer Charges - Payroll	24,100		24,100	
Other	12,800		14,600	
TOTAL OTHER EXPENDITURES		74,400		72,900
TOTAL EXPENDITURES		596,800		619,900

REFERENCE NUMBER 5

SUB-APPROPRIATION 08-1E

SYSTEMS

OBJECTIVE(S)

To provide central systems support to Departmental program managers. To administer the departmental systems planning and development process as well as providing systems enchancements and maintenance for operational computer systems within the department.

ACTIVITY IDENTIFICATION

Provides internal computer consultant services to assist management in defining their data processing requirements.

Prepares systems activity plans and maintains an approved systems development process.

Controls the scope, cost, and implementation schedule of systems under development based on approved departmental plans.

Assists users in the efficient operation of ongoing production systems.

Provides coordination for the policy making process related to systems activities and establishes related operational standards and procedures.

Supports the activities of the Departmental Systems Planning Committee.

Identifies, prepares, and implements systems wherein cost savings can be applied in the delivery of departmental services.

EXPECTED RESULTS

Provision of analysis and computer programming services for the ongoing maintenance and enhancement of operational computer systems.

Implementation of systems projects such as Fleet Vehicle Systems, Space Inventory , Technical Resources Project Management, Office Equipment Services Micro Computer Maintenance and Inventory, Telecommunications Branch Information System,and enhancements to existing systems such as Land Acquisition Information System, and the Human Resource Management System.

REFERENCE NUMBER 5

SUB-APPROPRIATION 08-1E

SYSTEMS

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY	$		SY	$	
SALARIES						
Managerial	1.00	54,100		1.00	56,100	
Professional/Technical	7.00	268,000		7.00	281,900	
	8.00	322,100		8.00	338,000	
Add: Overtime		5,000			5,000	
TOTAL SALARIES	8.00	327,100		8.00	343,000	
OTHER EXPENDITURES						
Transportation		5,700			6,000	
Communication		11,100			11,400	
Supplies & Services		13,100			10,300	
Office Supplies	3,100			4,600		
Maint./Rentals - Data Proc.	6,700			5,700		
Prof.-Consulting/Systems Dev.	3,300			0		
Capital		23,400			19,700	
Other Operating		11,700			15,700	
Employee Education/Training	6,200			9,200		
Other	5,500			6,500		
TOTAL OTHER EXPENDITURES		65,000			63,100	
TOTAL EXPENDITURES		392,100			406,100	

REFERENCE NUMBER 6

SUB-APPROPRIATION 08-1F

LIEUTENANT GOVERNOR'S OFFICE

OBJECTIVE(S)

To provide support staff and related expenditures to operate the office of the Lt. Governor.

ACTIVITY IDENTIFICATION

The Lt. Governor summons and prorogues the Legislative Assembly, approves Orders-in-Council with consent of the Legislative Assembly, and gives Royal Assent to Legislation.

The administrative arrangement provides staff, office operating expenses, and incidental and domestic allowances to enable the Lt. Governor to fulfill the official duties and functions of the position.

EXPECTED RESULTS

The delivery of administrative services to the office of the Lt. Governor.

REFERENCE NUMBER 6

SUB-APPROPRIATION 08-1F

LIEUTENANT GOVERNOR'S OFFICE

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY	$		SY	$	
SALARIES						
Administrative Support	2.00	71,800		2.00	77,900	
	2.00	71,800		2.00	77,900	
Add: Overtime		1,500			3,000	
Restricted Vacation		5,000			5,000	
TOTAL SALARIES	2.00	78,300		2.00	85,900	
OTHER EXPENDITURES						
Transportation		9,000			9,000	
Communication		10,700			10,100	
Supplies & Services		43,500			45,300	
Office Supplies	10,200			10,500		
Lieutenant-Governor Allowance	31,600			32,300		
Equipment Rentals/Maintenance	1,700			2,500		
Capital		200			200	
Other Operating		3,900			1,900	
TOTAL OTHER EXPENDITURES		67,300			66,500	
TOTAL EXPENDITURES		145,600			152,400	

ADJUSTED VOTE 1991/92	APPR. NO.	GOVERNMENT SERVICES (VIII) DETAILS OF APPROPRIATION	YEAR ENDING MARCH 31, 1993	RESOLUTION NO.
$117,686,300	2.	**PROPERTY MANAGEMENT**	$119,754,800	59

- Provides operational, maintenance, parking and security services for all government departments and agencies occupying space in government-owned or leased buildings as well as employee housing units.

- Provides contracted food services at selected locations and various other contracted services in most government buildings.

- Provides for comprehensive Energy Management and Technical Services programs in all government buildings.

			REFERENCE NUMBER
2 (a)	$ 147,300	Executive Administration	$ 154,200	1
(b)	30,974,300	Physical Plant	31,348,100	2
(c)	1,275,900	Workshop/Renovations	898,900	3
(d)	81,778,100	Leased Properties	83,619,400	4
(e)	366,400	Property Services	353,900	5
(f)	3,144,300	Security and Parking	3,380,300	6
	$117,686,300		$119,754,800	

REFERENCE NUMBER 1

SUB-APPROPRIATION 08-2A

EXECUTIVE ADMINISTRATION

OBJECTIVE(S)

To provide general management, direction, and control of the programs and activities of the Property Management Division.

ACTIVITY IDENTIFICATION

Participates in the Executive Management of the department and the creation of departmental policy.

Determines divisional program direction within the broader context of departmental goals and strategies.

Introduction of the concept of Total Quality Management to all staff.

EXPECTED RESULTS

Ensure the Province's Property is safeguarded and operated in an efficient and effective manner.

Comprehensive review and evaluation of the level and quality of service delivery to ensure services provided to clients are responsive to their needs within a limited fiscal environment.

Continued involvement of all divisional staff in the improvement of service to all clients.

REFERENCE NUMBER 1

SUB-APPROPRIATION 08-2A

EXECUTIVE ADMINISTRATION

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY		$	SY		$
SALARIES						
Managerial	1.00		69,000	1.00		73,700
Administrative Support	2.00		62,000	2.00		64,200
TOTAL SALARIES	3.00		131,000	3.00		137,900
OTHER EXPENDITURES						
Transportation			5,300			5,300
Communication - Telephone			3,800			3,800
Supplies & Services			4,100			4,100
Office Supplies		2,000			2,000	
Other		2,100			2,100	
Other Operating			3,100			3,100
TOTAL OTHER EXPENDITURES			16,300			16,300
TOTAL EXPENDITURES			147,300			154,200

REFERENCE NUMBER 2

SUB-APPROPRIATION 08-2B

PHYSICAL PLANT

OBJECTIVE(S)

To provide accommodation maintenance and operating services for all government departments enabling them to deliver their respective programs in the most efficient manner.

To maintain physical assets in good repair and provide a safe and healthy working environment in buildings cared for by Physical Plant.

ACTIVITY IDENTIFICATION

Through four District Offices, provides for the ongoing operation and maintenance of government-owned and leased properties throughout the Province including office buildings, courthouse facilities, land titles offices, community colleges and mental health and correctional institutions.

Provides technical assistance, energy management and consultative services for the design and renovation of new and existing buildings and for the operation and maintenance of existing properties.

Administers care of all government parking lots, grounds and greenhouses.

EXPECTED RESULTS

Improvements with respect to Workplace Safety and Health concerns in the areas of hearing conservation, hazardous materials, safe work procedures, and indoor environment.

Improved monitoring and surveillance of building environment, safety and security through automated systems and the operation of a Central Monitoring and Dispatch Centre.

Ongoing development of automated operational costing databases by building to enable comparison between similar facilities to establish efficiency and productivity performance standards.

Procedural adjustments to cleaning schedules, workload and techniques which improve efficiency, allowing additional space to be cleaned without an increase in staff, by utilizing selective cleaning, day cleaning and split staff years.

Conversion of central steam plants to stand-alone heating systems in individual buildings, where practical. Introduction of alternative fuel heating in order to take advantage of interruptible electricity rates. Implementation of a major thrust in electrical energy conservation through participation in Manitoba Hydro's powersmart program.

Development of various waste reduction programs including paper recycling, cardboard and telephone book pick-up, composting, water conservation, refillable cup program and soft drink container recycling, in support of the overall government sustainable development program.

Administration of all remaining unsold properties at Gimli Industrial Park.

Utilization of a 10 year maintenance/upgrading program which is re-examined annually, for all government-owned buildings.

REFERENCE NUMBER 2

SUB-APPROPRIATION 08-2B

PHYSICAL PLANT

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY	$		SY		$
SALARIES						
Managerial	7.00	351,900		7.00		365,400
Professional/Technical	588.15	16,991,400		580.15		17,463,500
Administrative Support	30.26	874,300		29.26		872,400
	625.41	18,217,600		616.41		18,701,300
Less: Staff Turnover		(613,200)				(554,600)
Add: Overtime		248,100				245,900
Shift Premium		63,600				64,600
Severance & Vacation		214,700				456,500
Worker's Compensation		94,600				105,600
Remoteness Allowance		83,900				85,100
Statutory Holidays		98,000				113,300
Other		20,100				21,000
TOTAL SALARIES	625.41	18,427,400		616.41	1.	19,238,700
OTHER EXPENDITURES						
Grant - L.G.D. of Churchill		795,000				795,000
Transportation		293,600				310,900
Communication		207,500				211,300
Supplies & Services		12,030,700				11,963,100
Materials & Supplies	478,300			491,700		
Repairs & Maintenance	2,938,500			3,154,100		
Heat, Light & Power	8,467,000			8,317,300		
Other	146,900					281,100
Capital		272,600				264,500
Other Operating		111,200				
		13,710,600				13,825,900
Preventative Maintenance		169,500				169,500
Less: Recoverable From Other Appropriations		(1,333,200)				(1,886,000)
NET OTHER EXPENDITURES		12,546,900				12,109,400
TOTAL EXPENDITURES		30,974,300				31,348,100

NOTE:

1. Net reduction of nine staff years and $238,900 due to downsizing of Physical Plant. This included elimination of six full time painter positions, two and one half building service worker positions, and five and one half building cleaner positions; offset by additional resources (5.00 S.Y. & $143,200) for operation of the new Remand Centre.

REFERENCE NUMBER 3

SUB-APPROPRIATION 08-2C

WORKSHOP/RENOVATIONS

OBJECTIVE(S)

To provide an in-house construction, renovation and maintenance program for government-owned and leased accommodations in a cost effective and timely manner.

ACTIVITY IDENTIFICATION

Services include renovations, maintenance, millwork, painting, electrical and furniture repairs.

Acts as general contractor and supervises subcontracts on job locations throughout the Province.

EXPECTED RESULTS

Provision of service in response to approximately 1200 annual requests from client departments, and capital project requests by Accommodation Development and Physical Plant Districts.

Provision of general contractor services in selected renovation, maintenance and alteration projects where: general contractors are not available; the specifics of work cannot be accurately defined prior to work commencement; the work is of an emergency nature; schedules must be frequently adjusted to accommodate ongoing client occupancy and programs; or where security is a concern.

Of the total construction projects undertaken by the Department, approximately 20% are delivered by the Workshop. Of these projects, approximately 60% will be subcontracted to private contractors.

Institution of a three year restructuring program which will result in a reduction of overhead costs and allow for more cost efficient operations.

REFERENCE NUMBER 3

SUB–APPROPRIATION 08–2C

WORKSHOP/RENOVATIONS

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	49,800	1.00	55,800
Professional/Technical	67.31	2,262,500	59.31	2,054,500
Administrative Support	7.00	207,100	5.00	150,600
	75.31	2,519,400	65.31	2,260,900
Less: Staff Turnover		0		0
Add: Overtime		53,800		55,300
Severance & Vacation		92,400		60,000
Shift Premium		18,200		18,900
Worker's Compensation		40,000		41,200
TOTAL SALARIES	75.31	2,723,800	65.31 1.	2,436,300
OTHER EXPENDITURES				
Transportation – Vehicles		81,900		81,900
Communication – Telephone/Radio		35,700		35,500
Supplies & Services		116,400		116,400
Materials & Supplies	80,800		80,800	
Repairs & Maintenance	16,000		16,000	
Other	19,600		19,600	
Capital		8,000		8,000
Other Operating		10,300		10,300
		252,300		252,100
Workshop Projects		3,283,300		3,283,300
Less: Recoverable From Other Appropriations		(4,983,500)		(5,072,800)
NET OTHER EXPENDITURES		(1,447,900)		(1,537,400)
TOTAL EXPENDITURES		1,275,900		898,900

NOTE:

1. Reduction of ten vacant staff years and $360,700 to reflect the impact of an overall downsizing of government operations on Workshop construction projects.

REFERENCE NUMBER 4

SUB-APPROPRIATION 08-2D

LEASED PROPERTIES

OBJECTIVE(S)

To administer the maintenance and operation of leased properties throughout the Province on behalf of client departments, and ensure that both the Province and the landlord fulfil their lease obligations.

ACTIVITY IDENTIFICATION

Preparation of budget and Administration of financial transactions such as rental payments, operating expenditures, adjustments and escalations as set out in the terms and conditions of the lease agreements.

Resolution with the Lessors for contraventions to the terms and conditions of the leased agreements or to Acts which apply to the properties (e.g. Workplace Safety and Health).

Administrative liaison and negotiation with the Lessor for leasehold improvements undertaken during the course of a leased term.

Co-ordination and Administration of maintenance and operation of leased premises as set out in the terms and conditions of the lease agreements.

EXPECTED RESULTS

Documentation of all leases

Management of lease contracts and administration of financial transactions such as rental payments, operating expenditures adjustments and escalations for approximately 365 leasehold properties throughout the Province (not including M.P.I. properties).

Management of lease payments for approximately 75 properties leased from Manitoba Properties Inc.

Minimize response time to client (tenant) problems in leased premises.

Increased accountability and responsibility of landlords in leased premises.

REFERENCE NUMBER 4

SUB–APPROPRIATION 08–2D

LEASED PROPERTIES

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	43,400	1.00	45,000
OTHER EXPENDITURES				
Transportation		3,400		2,800
Communication		13,300		10,900
Supplies & Services		81,696,100		83,540,800
Repairs & Maintenance	865,000		811,300	
Utilities	1,029,500		989,500	
Rent – Manitoba Properties Inc.	61,466,600		61,466,600	
Rent – Real Estate – all other	18,299,600		20,241,700	
Other	35,400		31,700	
Capital		3,700		0
Other Operating		18,200		19,900
TOTAL OTHER EXPENDITURES		81,734,700		83,574,400
TOTAL EXPENDITURES		81,778,100		83,619,400

REFERENCE NUMBER 5

SUB-APPROPRIATION 08-2E

PROPERTY SERVICES

OBJECTIVE(S)

To coordinate divisional administrative and financial information systems and facilitate program delivery of client departments by providing residential accommodation and food services to their employees.

ACTIVITY IDENTIFICATION

Responsible for managing decentralized and automated financial accounting and budgeting applications involving 19 administrative centres within the Property Management Division.

Provides administrative support to head office management and technical staff and seven outlying operational centres with respect to policies and procedures.

Provides field supervision, maintenance and upgrading services for government employee housing units throughout Manitoba.

The Employee Housing program provides accommodation where:

1. Housing is not available from private sources or;
2. the employee is "on call" at a hospital, correctional institution, provincial park etc., or;
3. the employee is subject to frequent transfers between geographical areas.

Responsible for managing the Food Services program in 13 office building cafeteria facilities throughout the province. Promotion and establishment of environmental programs as the need and opportunities arise.

EXPECTED RESULTS

Property administrative support through the issuance of guidelines/directives and internal policy statements.

Focusing on providing timely human resource and financial information to allow operational management to make economical and effective decisions.

Operation and maintenance of 83 housing units in approximately 36 communities throughout the Province to meet the program needs of departments.

Operation of the annual employee housing preventative maintenance, upgrading and retrofitting program.

Operation of the Food Services program in 13 office building facilities at various rural and urban locations by contracting services on a rental basis.

REFERENCE NUMBER 5

SUB-APPROPRIATION 08-2E

PROPERTY SERVICES

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY		$	SY		$
SALARIES						
Managerial	1.00		43,400	1.00		45,500
Professional/Technical	2.00		81,600	2.00		84,600
Administrative Support	7.00		207,400	7.00		217,200
	10.00		332,400	10.00		347,300
Add: Overtime			2,000			2,800
Severance & Vacation			23,200			0
TOTAL SALARIES	10.00		357,600	10.00		350,100
OTHER EXPENDITURES						
Transportation			18,000			18,100
Communication			13,800			15,100
Supplies & Services			94,500			92,000
Repairs & Maintenance		56,600			54,100	
Rentals		18,100			19,400	
Other		19,800			18,500	
Capital			109,500			108,900
Other Operating			17,300			14,000
			253,100			248,100
Less: Recoverable From Other Appropriations			(244,300)			(244,300)
NET OTHER EXPENDITURES			8,800			3,800
TOTAL EXPENDITURES			366,400			353,900

REFERENCE NUMBER 6

SUB-APPROPRIATION 08-2F

SECURITY AND PARKING

OBJECTIVE(S)

To provide security services for government buildings and personnel and to administer paid parking facilities for employees.

ACTIVITY IDENTIFICATION

Administers the assignment and enforcement for all major parking facilities in the Winnipeg area.

Provides surveillance, protection, investigations and emergency response for government property and personnel.

Provides assistance to staff and general enquires to the public.

Maintains and controls the Central Monitoring and Dispatch Centre which provides telephone answering service, paging system, alarm monitoring, and dispatch of appropriate staff.

Administers and conducts a Physical Security Survey Program of Government-occupied facilities.

Maintains the Manitoba Government Services Identification Card program.

Promotes Security Awareness through the S.A.F.E. (Security Awareness For Employees) program.

EXPECTED RESULTS

Provision of in-house security and parking services at 12 major locations, contracted security services at 8 locations, and 4 mobile security patrols covering 20 facilities in Winnipeg, and 14 facilities in rural areas.

Implementation of the Paid Parking Program in rural areas on a full cost recovery basis.

Expansion of the central monitoring role by applying advances in technical equipment and increasing security lines to building systems.

Phased in implementation of an additional security mobile patrol in the Winnipeg area.

Re-keying of all Provincial buildings with a restricted keyway and the installation of intrusion alarms in Court Houses.

Implementing a Security Awareness Program for staff and client departments.

Setting security standards and identifying security vulnerabilities in Government facilities.

REFERENCE NUMBER 6

SUB-APPROPRIATION 08-2F

SECURITY AND PARKING

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY	$		SY	$	
SALARIES						
Managerial	1.00	47,300		1.00	55,800	
Professional/Technical	81.30	1,903,700		81.30	1,971,600	
Administrative Support	11.00	371,300		11.00	383,900	
	93.30	2,322,300		93.30	2,411,300	
Less: Staff Turnover		(62,100)			(20,000)	
Add: Overtime		86,800			78,800	
Shift Premium		48,800			64,900	
Statutory Holiday		68,900			63,500	
Worker's Compensation		17,500			21,900	
Remoteness Allowance		10,500			14,800	
Severance & Vacation		38,100			37,700	
Other		43,900			47,400	
TOTAL SALRIES	93.30	2,574,700		93.30	2,720,300	
OTHER EXPENDITURES						
Transportation		22,600			23,000	
Communication - Telephone/Radio		38,400			36,800	
Supplies & Services		475,600			567,400	
Security Contracts	448,900			539,800		
Other	26,700			27,600		
Capital		1,600			1,600	
Other Operating		31,400			31,200	
TOTAL OTHER EXPENDITURES		569,600			1. 660,000	
TOTAL EXPENDITURES		3,144,300			3,380,300	

NOTE:

1. The net increase to other expenditures of $90,400 represents an additional $15,900 for security contracts and $75,000 increase for enforcement re rural paid parking.

ADJUSTED VOTE 1991/92	APPRO NO.	GOVERNMENT SERVICES (VIII) DETAILS OF APPROPRIATION	YEAR ENDING MARCH 31, 1993	RESOLUTION NO.
$460,000	3.	**SUPPLY AND SERVICES**	$4,770,000	60

- Provides government departments and agencies with the following centralized support services:
- Transportation support and vehicle maintenance services.
- Supply of office equipment and related maintenance services.
- Procurement of goods and services, and materials identification.
- Stocking and supply of common-use commodities, and redistribution or disposal of surplus government assets.
- Telecommunications services and related technical support.
- Mail processing and distribution.
- Appraisal, acquisition and disposal services of real property for all departments and most agencies.

				REFERENCE NUMBER
3 (a)	$ 146,100	Executive Administration	$ 153,800	1
(b)	(4,066,500)	Fleet Vehicles	0	2
(c)	79,000	Office Equipment Services	95,900	3
(d)	1,619,300	Purchasing	1,682,600	4
(e)	439,700	Materials Distribution	501,000	5
(f)	991,900	Telecommunications	954,900	6
(g)	1,049,700	Postal Services	1,100,600	7
(h)	200,800	Land Acquisition	281,200	8
	$460,000		$4,770,000	

REFERENCE NUMBER 1

SUB-APPROPRIATION 3A

EXECUTIVE ADMINISTRATION

OBJECTIVE(S)

To provide general management, direction and control of the programs and activities of the Supply & Services Division.

ACTIVITY IDENTIFICATION

Participates in the Executive Management of the department and the creation of departmental policy.

Determines divisional program direction within the broader context of departmental goals and strategies.

Ensures that divisional programs are operating on a basis consistent with departmental policy.

Establishes an environment that is conducive to the provision of cost-effective supply and service programming.

EXPECTED RESULTS

Supply and service programming which reflects current technologies.

Support services in the areas of transportation, office equipment, procurement, materials management, telecommunications, postal services, and land acquisition and disposal which provide other departments with quality products and services in a cost-effective manner.

REFERENCE NUMBER 1

SUB–APPROPRIATION 08–3A

EXECUTIVE ADMINISTRATION

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	69,200	1.00	74,500
Professional/Technical	1.00	38,500	1.00	39,900
Administrative Support	1.00	28,500	1.00	29,600
	3.00	136,200	3.00	144,000
Add: Overtime		1,000		1,500
TOTAL SALARIES	3.00	137,200	3.00	145,500
OTHER EXPENDITURES				
Transportation		1,100		1,100
Communication		3,000		2,400
Supplies & Services		2,600		2,600
Capital		400		400
Other Operating		1,800		1,800
TOTAL OTHER EXPENDITURES		8,900		8,300
TOTAL EXPENDITURES		146,100		153,800

REFERENCE NUMBER 2

SUB-APPROPRIATION 3B

FLEET VEHICLES

OBJECTIVE(S)

To provide fleet vehicles to departments and certain agencies reinforced with related support services to maximize efficiencies in vehicle acquisition, maintenance and utilization.

ACTIVITY IDENTIFICATION

Effective April 1, 1992, subject to Legislative approval, Fleet Vehicles will become a Special Operating Agency within the Department of Government Services. In general terms a Special Operating Agency (S.O.A.) status conveys greater management flexibility to an organization in order to facilitate the achievement of very specific performance goals and objectives.

As an S.O.A. Fleet Vehicles will continue to operate in a business-like manner in the delivery of its mandate to provide vehicles to Departments, Boards, Agencies and Commissions of the Province. It will adopt generally accepted accrual accounting principles while operating on a break even basis. Assets will be depreciated over their useful life and all costs, including those for central services such as human resource management, financial management, and building occupancy, that were traditionally provided free of charge, will be treated as business expenses.

Refer to Part 4 of this publication for detailed information including pro-forma financial statements covering the period from April 1, 1992 to March 31, 1995.

REFERENCE NUMBER 2

SUB-APPROPRIATION 08-3B

FLEET VEHICLES

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	55,400		
Professional/Technical	32.05	956,100		
Administrative Support	15.00	434,200		
	48.05	1,445,700	0.00	0
Less: Staff Turnover		(25,000)		0
Add: Overtime		8,500		0
Severance & Vacation		14,000		0
Worker's Compensation		30,000		0
TOTAL SALARIES	48.05	1,473,200	0.00	0
OTHER EXPENDITURES				
Transportation		3,000		0
Communication - Telephone		19,300		0
Supplies & Services		8,180,400		0
Operating Supplies	5,483,200		0	
Repairs & Maintenance	2,650,500		0	
Other	46,700		0	
Capital		84,800		0
Other Operating		1,402,300		0
Insurance	1,370,800		0	
Other	31,500		0	
		9,689,800		0
Less: Recoverable From Other Appropriations		(15,229,500)		0
NET OTHER EXPENDITURES		(5,539,700)		0
TOTAL EXPENDITURES		(4,066,500)	1.	0

NOTE:

1. Fleet Vehicles will begin operations as a Special Operating Agency on April 1, 1992. The financial affairs of the Branch will be conducted outside of the Consolidated Fund. Financial data is included as as information in Part 4.

REFERENCE NUMBER 3

SUB-APPROPRIATION 3C

OFFICE EQUIPMENT SERVICES

OBJECTIVE(S)

To provide centralized management of office equipment and related support services to departments and certain agencies to maximize efficiencies in their acquisition, maintenance and utilization and to coordinate inventory information and a maintenance/repair program for their micro computers.

ACTIVITY IDENTIFICATION

Establishes standards for various types of office machines in relation to workstation requirements so as to facilitate bulk acquisition of equipment and service.

Provides consultative services to clients regarding the evaluation, selection, removal and reassignment of office machines including copiers.

Participates with the Purchasing Branch in the tender and award of "Standing Offer" agreements for the rental of copiers and facsimile equipment which optimize costs and machine capability.

Manages 85 Key Copier Centres throughout the Province where joint usage is the most economical method of providing the required equipment.

Coordinates and provides repair and maintenance service for Manitoba Government office equipment, micro computers and peripheral equipment, utilizing a combination of branch technicians and maintenance contracts.

Maintains centralized inventory information for approximately 13,325 office machines and 5000 micro computers and peripheral equipment.

EXPECTED RESULTS

Reduction in cost of quality equipment, parts and service in the range of 25%.

Redeployment of existing office equipment reducing the requirement to purchase additional equipment to meet needs of the Government.

Reduction in overall copying cost by aggregating the requirements of several offices on one copier.

Accurate inventory information regarding office equipment and micro computer equipment located within the Manitoba Government.

Reduction in the cost of micro computer repair and maintenance servicing for all departments inclusive of saving on parts acquisitions in the range of 25%

REFERENCE NUMBER 3

SUB–APPROPRIATION 08–3C

OFFICE EQUIPMENT SERVICES

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	49,800	1.00	51,600
Professional/Technical	7.00	218,600	7.00	226,700
Administrative Support	7.00	210,000	7.00	217,800
	15.00	478,400	15.00	496,100
Add: Overtime		3,000		3,500
TOTAL SALARIES	15.00	481,400	15.00	499,600
OTHER EXPENDITURES				
Transportation		34,200		33,000
Communication		7,000		7,000
Supplies & Services		961,100		1,284,400
Office Supplies	28,000		28,000	
Photocopy Paper	133,600		142,500	
Maintenance Contracts & Parts	311,100		596,100	
Rentals – Photocopiers	446,900		476,300	
Other – Materials/Supplies	41,500		41,500	
Capital		3,000		3,000
Other Operating		10,100		10,100
		1,015,400		1. 1,337,500
Less: Recoverable From Other Appropriations		(1,417,800)		1. (1,741,200)
NET OTHER EXPENDITURES		(402,400)		(403,700)
TOTAL EXPENDITURES		79,000		95,900

NOTE:

1. Transfer in of responsibility for central maintenance and repair of data processing equipment offset by a corresponding increase in recoveries.

REFERENCE NUMBER 4

SUB-APPROPRIATION 3D

PURCHASING

OBJECTIVE(S)

To provide a centralized purchasing function to all government departments and certain agencies, to ensure that each purchase contract represents a fair and reasonable cost to taxpayers, that it extends competitive opportunity to all interested suppliers, and that transactions are processed in a timely and cost effective manner.

ACTIVITY IDENTIFICATION

Provides all departments and certain agencies with centralized tendering and contracting services.

Provides product specification writing, material identification and cataloguing services.

Provides consultative services to clients regarding product evaluations, procurement methods, contract terminology, and commodity standardization.

Participates in the development and implementation of procurement policies.

Participates in Federal/Provincial procurement initiatives such as reduction of inter-provincial trade barriers, automated inter-provincial information networks and initiatives aimed at improving access to government procurement.

Monitors government-wide Direct Purchase Order activity.

Manages an automated procurement system for the processing of purchase requisitions, tenders, orders and contracts, and the production of informational reports and catalogues.

EXPECTED RESULTS

Reductions in overall government administrative costs through elimination of effort duplication.

Reduction or long term stabilization of costs for purchased products through demand consolidation and the utilization of modern supply techniques.

Improved client service through procurement policy standardization and simplification of operating procedures.

Use of government procurement to contribute to the support of local industry and economies of depressed geographic regions, and the use of environmentally sensitive products and workplace safety and health initiatives.

REFERENCE NUMBER 4

SUB-APPROPRIATION 08-3D

PURCHASING

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	60,800	1.00	63,000
Professional/Technical	12.00	496,200	13.00	563,000
Administrative Support	28.05	783,400	24.05	717,200
	41.05	1,340,400	38.05	1,343,200
Add: Overtime		15,000		15,500
Severance		26,000		39,900
TOTAL SALARIES	41.05	1,381,400	38.05 1.	1,398,600
OTHER EXPENDITURES				
Transportation		5,500		5,500
Communication		79,800		83,700
Telephone	24,000		26,400	
Advertising-Tenders/Exhibits	11,200		11,200	
Postage	41,100		41,100	
Electronic Mail	3,500		5,000	
Supplies & Services		125,900		167,200
Office Supplies	45,500		43,000	
Maintenance - Data Proc.	52,000		56,200	
Rentals - Communication Lines	15,000		15,000	
Data Entry Services			39,000	
Other	13,400		14,000	
Capital		8,200		8,200
Other Operating		18,500		19,400
Computer Software	5,000		5,000	
Other	13,500		14,400	
TOTAL OTHER EXPENDITURES		237,900		284,000
TOTAL EXPENDITURES		1,619,300		1,682,600

NOTE:

1. Reduction of 3 staff years and $80,100 consists of the following:
   a) Reduction of 2 S.Y. and $46,000 due to the outsourcing of data entry services b) 1 S.Y. and $34,100 due to the elimination of a clerical position responsible for commodity cataloging.

REFERENCE NUMBER 5

SUB-APPROPRIATION 3E

MATERIAL DISTRIBUTION

OBJECTIVE(S)

To minimize overall materials management costs through the provision of effective and efficient central material support services to government departments and certain agencies.

ACTIVITY IDENTIFICATION

Stocks and supplies common-use commodities such as furniture and furnishings, stationery, janitorial supplies, uniform and environmental clothing in support of all departments, and certain medical supplies for the Deptartment of Health.

Maintains an effective inventory control system and provides warehousing services.

Provides transportation for pickup and delivery services for furniture distribution, office relocation and materials distribution to project sites.

Maintains a material disposal and redistribution of assets program in support of all departments.

Provides consultative services on request in materials handling, inventory control, warehousing and transportation.

EXPECTED RESULTS

Optimum stock levels with a turnover rate of four times annually to reduce inventory holding costs.

Unit cost savings ranging from 14% to 28% by utilizing tendered contract purchasing with scheduled deliveries determined by automated calculations of annual usage and economic order quantities.

Complete review of all items in stock to identify redundant items for disposal.

A 90% average fill rate for all stocked items.

Reduced number of late shipments from vendors by arranging for "Just in Time" deliveries and ensuring all delinquent orders are expedited on a continuing basis.

Identify high usage and specialty products and recommend contractual arrangements for direct shipment from suppliers to major users.

1992/93 projected inventory value at $1.2 million representing 3,400 items.

1992/93 projected sales of 110,000 items totalling $6.1 million which includes projected revenue sales of $0.5 million.

REFERENCE NUMBER 5

SUB–APPROPRIATION 08–3E

MATERIALS DISTRIBUTION

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
SALARIES	SY	$	SY	$
Managerial	1.00	50,000	1.00	51,800
Administrative Support	27.07	699,200	22.07	659,900
	28.07	749,200	23.07	711,700
Add: Overtime		10,200		10,200
Worker's Compensation		5,000		5,000
Severance & Vacation		0		12,800
TOTAL SALARIES	28.07	764,400	23.07 1.	739,700
OTHER EXPENDITURES				
Transportation		47,000		59,100
Vehicles	32,000		25,800	
Goods/Freight	15,000		33,300	
Communication		36,900		34,500
Supplies & Services		44,500		47,900
Office & Operating Supplies	31,800		34,800	
Equipment Maintenance	6,600		6,600	
Rentals	6,100		6,500	
Capital		0		0
Other Operating		6,200		6,200
Materials Inventory		4,762,100		5,180,000
Supplies & Services –				
Bldg. Materials & Supplies	1,401,000		834,000	
Medical Supplies			1,885,000	
Stationery	2,348,000		1,740,000	
Capital – Furniture	780,000		500,000	
Other Operating – Clothing	233,100		221,000	
		4,896,700		5,327,700
Less: Recoverable From Other Appropriations		(5,221,400)		(5,566,400)
NET OTHER EXPENDITURES		(324,700)	2.	(238,700)
TOTAL EXPENDITURES		439,700		501,000

NOTE:

1. Reduction in 5 S.Y. and $144,000 consists of the following:
   a) Reduction of 3 vacant S.Y. and $91,700 as a result of a reduction in material sales.
   b) Reduction of 1 S.Y. and $22,400 pertaining to the outsourcing of stationery deliveries.
   c) Reduction of 1 S.Y. and $29,900 as a result of the economies associated with the transfer of LAXUS warehousing activities from Health.
2. The change in net recovery position is due to transfer in of responsibility for provision of Laboratory and X–ray supplies in support of the Manitoba Health Services Commission.

REFERENCE NUMBER 6

SUB-APPROPRIATION 3F

TELECOMMUNICATIONS

OBJECTIVE(S)

To provide telecommunication planning, technical analysis, coordination, acquisition and administrative services to departments and certain agencies in order to maximize the effectiveness and efficiency of telecommunications equipment and services.

ACTIVITY IDENTIFICATION

Coordinates requisitions for the installation, relocation and removal of telecommunications services.

Evaluates requirements, provides technical support, and maintains service and specification standards.

Operates centralized switchboard and receptionist services where required, and assembles and compiles directory information.

Provides centralized electronic mail services involving transmissions and receipt of communications via envoy and facsimile.

Liaise and negotiate with telecommunications vendors on behalf of all departments for rental/purchase of electronic telecommunications equipment and service.

Conducts telecommunication systems planning and training seminars to government clients on the proper and efficient use of telecommunication equipment and services.

Communicates new services available through technological innovations that can be utilized by departments to increase efficiency and productivity.

EXPECTED RESULTS

Reduction of telecommunications costs of client departments and agencies by activation and use of a digital based network between high traffic locations within Manitoba.

An independent assessment of current telecommunications capacities and their relationship to cost effectiveness.

Introduction of a lower cost internal directory for Manitoba departments, boards, commissions, and agencies utilizing current technologies.

Greater coordination of client data communications.

Handling of approximately 450,000 calls, 30,000 receptions and 10,000 messages per annum by government switchboards.

REFERENCE NUMBER 6

SUB-APPROPRIATION 08-3F

TELECOMMUNICATIONS

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY	$		SY	$	
SALARIES						
Managerial	1.00	55,800		1.00	50,900	
Professional/Technical	3.00	124,600		3.00	129,300	
Administrative Support	15.06	412,800		15.06	426,500	
	19.06	593,200		19.06	606,700	
Add: Remoteness Allowance		5,400			5,400	
Overtime		2,000			2,000	
TOTAL SALARIES	19.06	600,600		19.06	614,100	
OTHER EXPENDITURES						
Transportation			4,100			8,000
Communication			2,054,500			2,000,900
Telephone		2,034,200			1,985,800	
Electronic Mail		20,300			15,100	
Supplies & Services			66,200			65,200
Professional--Consulting		55,100			55,100	
Other		11,100			10,100	
Capital - Furniture			3,000			2,000
Other Operating			20,300			21,500
			2,148,100			2,097,600
Less: Recoverable From Other Appropriations			(1,756,800)			(1,756,800)
NET OTHER EXPENDITURES			391,300			340,800
TOTAL EXPENDITURES			991,900			954,900

REFERENCE NUMBER 7

SUB-APPROPRIATION 3G

POSTAL SERVICES

OBJECTIVE(S)

To provide processing and distribution of government mail for departments and certain agencies in a cost-effective manner.

ACTIVITY IDENTIFICATION

Sorting, weighing, metering, pickup and delivery of Canada Post and interdepartmental mail throughout government offices in Winnipeg and provincial office buildings in rural Manitoba.

Evaluates departmental requests for postal related equipment.

Negotiates special incentive rates on high volume mail with Canada Post and coordinates the preparation and metering of mail to ensure that related cost savings are maximized.

Provides centralized facilities for bulking of mail to and from rural provincial buildings to achieve postage cost savings.

Provides a resource centre which enables departments to standardize mail to Canada Post requirements and to utilize procedures which minimize costs.

EXPECTED RESULTS

Sorting and distribution of approximately 12.0 million pieces of Canada Post mail plus another 3.8 million pieces of next-day-delivery interdepartmental mail.

Progressive mechanization and innovation of mail processing functions to deal with increased mail volumes at incentive rates.

Extended interdepartmental mail service to 11 more rural centres resulting in reduced postage costs for those centres. The new centres are; Steinbach, Morden, Winkler, Carman, Carberry, Russell, Flin Flon, Swan River, Minnedosa, Neepawa and Killarney.

Utilization of postal code verification software to achieve a 95% accuracy rate for computerized mailing lists held by Government departments and agencies.

REFERENCE NUMBER 7

SUB-APPROPRIATION 08-3G

POSTAL SERVICES

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	40,600	1.00	42,100
Administrative Support	26.00	625,400	25.00	627,000
	27.00	666,000	26.00	669,100
Add: Remoteness Allowance		4,200		4,800
Overtime		4,800		8,100
Severance & Vacation		12,800		14,500
TOTAL SALARIES	27.00	687,800	26.00 1.	696,500
OTHER EXPENDITURES				
Transportation		128,400		94,000
Communication		8,300		9,300
Supplies & Services		81,900		122,400
Equipment Maintenance	8,700		15,000	
Equipment Rentals	67,700		101,700	
Office Supplies	5,500		5,700	
Capital - Equipment		4,000		2,100
Other Operating		4,500		4,600
		227,100		232,400
POSTAGE		4,853,000		5,344,200
Less: Recoverable From Other Approprations		(4,718,200)		(5,172,500)
NET OTHER EXPENDITURES		361,900		404,100
TOTAL EXPENDITURES		1,049,700		1,100,600

NOTE:

1. Workload consolidation in the Beausejour Provincial Building, result in the reduction of one postal clerk and $22,000 together with other minor operational adjustments.

REFERENCE NUMBER 8

SUB-APPROPRIATION 3H

LAND ACQUISITION

OBJECTIVE(S)

The provision of a cost effective central service to all departments and most agencies facilitating the timely appraisal and/or acquisition of real property, the disposal of surplus land and/or improvements thereon and the leasing of properties not currently utilized in specific projects.

ACTIVITY IDENTIFICATION

Provides property appraisal services.

Provides services for acquisition of real property by way of mutual agreement or expropriation and the payment of compensation committed through this process.

Ensures that suitable returns are received by the Crown as a result of land holdings not as yet utilized in specific programs, for example, the leasing of government land for agricultural purposes.

Arranges the disposal of surplus real property for government departments and agencies including properties available as a result of abandoned rail lines.

Is mandated to provide services to clients on a full cost recovery basis.

EXPECTED RESULTS

Continued expansion of existing automated word processing systems to include data processing and communications networks for improved production of statistical reports, compensation assessments, field allocation, and project file maintenance through establishment of an information database and access to external information sources essential to the land acquisition and disposal functions.

Maintenance of present historical average workload including 40 appraisals (no acquisition), 600 acquisitions by mutual agreement and expropriation, 25 new and/or renewal leases on surplus land, and 25 sales of surplus property.

The Branch expects to process some 800 files pertaining to prior acquisitions, including the withdrawal of caveats. In addition, the Branch will process special document related requests from client agencies.

Ongoing land acquisition for highways development projects and evaluation of compensation claims and the processing of settlements relating to properties acquired for the North Portage Redevelopment project.

REFERENCE NUMBER 8

SUB-APPROPRIATION 08-3H

LAND ACQUISITION

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
SALARIES						
Managerial	1.00	65,800		1.00	68,200	
Professional/Technical	18.00	803,700		16.00	749,300	
Administrative Support	21.26	639,900		21.26	656,900	
	40.26	1,509,400		38.26	1,474,400	
Less: Staff Turnover		(6,000)			(6,000)	
TOTAL SALARIES	40.26	1,503,400		38.26	1.	1,468,400
OTHER EXPENDITURES						
Transportation - Vehicles		75,000				65,000
Communication		44,500				45,100
Supplies & Services		58,700				119,900
Office Supplies	22,500			21,000		
Maint./Rentals - Data Proc.	36,200			37,400		
Professional Services				61,500		
Other Operating		30,800				37,800
		209,000				267,800
Less: Recoverable From Other Appropriations		(1,511,600)				(1,455,000)
NET OTHER EXPENDITURES		(1,302,600)				(1,187,200)
TOTAL EXPENDITURES		200,800				281,200

NOTE:

1. Outsourcing of a portion of land appraisals resulted in elimination of two vacant positions and $81,400 in salary costs, offset by an increase of $60,000 for contracting costs.

ADJUSTED VOTE 1991/92	APPRO NO.	GOVERNMENT SERVICES (VIII) DETAILS OF APPROPRIATION	YEAR ENDING MARCH 31, 1993	RESOLUTION NO.
$2,203,700	4.	**ACCOMMODATION DEVELOPMENT**	$2,178,200	61

- Provides overall government accomodation strategy through short and long range planning.

- Provides coordination and monitoring of accommodation projects through the utilization of internal and external professional and technical services for planning, design, leasing and construction management.

- Administers construction and technical service contracts and capital expenditures related to the provision of government accommodation.

- Manages the government's leased and owned space inventory.

				REFERENCE NUMBER
4 (a)	$2,033,500	Salaries	$2,032,200	1
(b)	670,200	Other Expenditures	646,000	1
(c)	500,000	Less: Recoverable from other Appropriations	500,000	1
	$2,203,700		$2,178,200	

REFERENCE NUMBER 1

SUB-APPROPRIATION 4

ACCOMMODATION DEVELOPMENT

OBJECTIVE(S)

The provision and control of accommodation for government programs in owned and leased facilities across the province, through the utilization of internal and external professional and technical services in planning, design, leasing and construction management.

ACTIVITY IDENTIFICATION

Development of overall government accommodation strategies, policies, guidelines and related planning for the short and long-term requirements of government client programs.

Provision of government accommodation through the use of various internal and external architectural, engineering, programming, design, signage, leasing and construction management services.

Administration of all contracts, capital and lease budgets related to the provision of accommodation for government programs.

EXPECTED RESULTS

Achieving greater control of government accommodation assets through facility portfolio management and the establishment of an integrated space inventory. This will enable the Division to develop life cycle costing on all existing buildings, as well as facilitating more effective utilization of the Province's leased and owned accommodation.

Design and construction management of all accommodation-related projects capital and client-funded will be undertaken on behalf of client departments at locations throughout the province. Approximately 200 continuing and new projects of varying scope have been identified for work during the year.

Approximately 100 lease acquisitions and renewals will be negotiated on a total portfolio of 369 leases for 2 million square feet, excluding properties under Manitoba Properties Inc. and the Decentralization Initiative.

The final phase of the Provincial Decentralization Initiative will see a further 24 program units, with approximately 149 staff, relocated to 15 locations in rural Manitoba.

REFERENCE NUMBER 1

SUB–APPROPRIATION 08–4

ACCOMMODATION DEVELOPMENT

	ADJUSTED VOTE 1991/92			YEAR ENDING MARCH 31, 1993		
	SY		$	SY		$
SALARIES						
Managerial	4.00		250,600	4.00		260,000
Professional/Technical	32.20		1,444,100	28.20		1,334,300
Administrative Support	11.00		337,000	11.00		349,800
	47.20		2,031,700	43.20		1,944,100
Less: Staff Turnover			(1,300)			0
Add: Overtime			1,500			0
Severance & Vacation			1,100			88,100
Workers' Compensation			500			0
TOTAL SALARIES	47.20		2,033,500	43.20 1.		2,032,200
OTHER EXPENDITURES						
Transportation			16,700			14,300
Communication – Telephone			45,200			41,500
Supplies & Services			66,100			56,700
Office/Operating Supplies		35,100			38,400	
Rentals		14,400			6,700	
Other		16,600			11,600	
Capital			19,600			10,500
Other Operating			22,600			23,000
Alterations/Renovations – Minor Projects			500,000			500,000
			670,200			646,000
Less: Recoverable From Other Appropriations			(500,000)			(500,000)
NET OTHER EXPENDITURES			170,200			146,000
TOTAL EXPENDITURES			2,203,700			2,178,200

NOTE:

1. Reduction of 4 staff years and $155,700 as a result of the continued restructuring of the Division to achieve a more efficient balance between the utilization of internal and external professional and technical resources in the provision of government accommodation.

ADJUSTED VOTE 1991/92	APPRO. NO.	GOVERNMENT SERVICES (VIII) DETAILS OF APPROPRIATION	YEAR ENDING MARCH 31, 1993	RESOLUTION NO.
$57,100	5.	**LAND VALUE APPRAISAL COMMISSION**	$62,400	62
		- Determines and certifies due compensation for the acquisition of land by any designated authority with the power of purchase or expropriation.		
		- Reviews land transfer agreements handled by the Land Acquisition Branch with values in excess of predetermined amounts in an administrative rather than adjudicatory role.		
				REFERENCE NUMBER
5 (a)	$69,500	Salaries	$86,300	1
(b)	60,600	Other Expenditures	45,700	1
(c)	73,000	Less:Recoverable from other appropriations	69,600	1
	$57,100		$62,400	

REFERENCE NUMBER 1

SUB-APPROPRIATION 5

LAND VALUE APPRAISAL COMMISSION

OBJECTIVE(S)

To act as an independent group to review government land purchases and expropriations.

ACTIVITY IDENTIFICATION

Determines and certifies due compensation for the acquisition of land by any designated authority with the power of purchase or expropriation.

Publishes "Reasons" in the "Land Compensation Reports" with respect to decisions involving contentious matters.

Reviews land transfer agreements handled by the Land Acquisition Branch with values in excess of predetermined amounts in an administrative rather than adjudicatory role.

EXPECTED RESULTS

75 hearings involving 180 freehold and leasehold properties in 1991/92.

Issuance of certificates within 10 days of a hearing including fair market value and award of due compensation for any losses, damages and costs incurred.

Public hearings within 2 weeks after receipt of a request involving an agreement and within 8 weeks for a non-agreement.

Increased involvement with the remaining North Portage Redevelopment contested cases.

REFERENCE NUMBER 1

SUB–APPROPRIATION 08–5

LAND VALUE APPRAISAL COMMISSION

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	39,500	1.00	41,000
Administrative Support	1.00	29,800	1.00	31,500
	2.00	69,300	2.00	72,500
Add: Overtime		200		200
Severance & Vacation		0		13,600
TOTAL SALARIES	2.00	69,500	2.00	86,300
OTHER EXPENDITURES				
Commission Fees		30,000		24,000
Transportation		5,000		3,000
Communication		3,000		3,200
Supplies & Services		11,600		7,700
Capital		4,500		2,300
Other Operating		6,500		5,500
		60,600		45,700
Less: Recoverable From Other Appropriations		(73,000)		(69,600)
NET OTHER EXPENDITURES		(12,400)		(23,900)
TOTAL EXPENDITURES		57,100		62,400

ADJUSTED VOTE 1991/92	APPRO NO.	GOVERNMENT SERVICES (VIII) DETAILS OF APPROPRIATION	YEAR ENDING MARCH 31, 1993	RESOLUTION NO.
$876,600	6.	**DISASTER ASSISTANCE** - Develops, implements and maintains a provincial emergency preparedness program and an emergency response capability consistent with the provisions of the Emergency Measures Act. - Communicates government policy on disaster assistance, makes decisions re: payments in response to disaster claims, and investigates and reports to the Minister on disaster assistance matters.	$860,900	63
				REFERENCE NUMBER
6 (a)	$682,000	Emergency Measures Organization	$710,500	1
(b)	194,600	Disaster Assistance Board	150,400	2
	$876,600		$860,900	

REFERENCE NUMBER 1

SUB-APPROPRIATION 6A

EMERGENCY MEASURES ORGANIZATION

OBJECTIVE(S)

To develop, implement and maintain and monitor a provincial emergency preparedness program and an emergency response capability consistent with the provisions of the Emergency Measures Act.

ACTIVITY IDENTIFICATION

Promotes and provides assistance to local authorities in the establishment, maintenance and exercise of emergency plans.

Provides a prompt and coordinated emergency response capacity on a 24 hour basis.

Provides a public awareness program regarding natural and human related emergencies.

Develops, presents and facilitates the attendance of Municipal Officials and other individuals at training sessions oriented towards the handling of emergency situations.

Coordinates activities with other provincial agencies, organizations and volunteer groups to ensure consistency and continuity in emergency response capabilities.

Assess and assist local elected leaders in their development of an emergency communication system.

EXPECTED RESULTS

Initiate and develop 10 new municipal and 14 new native community emergency plans to maintain a high degree of response capability.

Review existing municipal emergency plans and revise as required to comply with the new Emergency Measures Act.

Ongoing municipal visits to ensure local emergency preparedness.

Development of four working agreements with volunteer agencies as part of the provincial plan.

Development of three training sessions for emergency preparedness officers and volunteer agencies.

Provide emergency preparedness training and education for personnel at the municipal/community level.

Promote and provide assistance to provincial government departments in the establishment and maintenance of departmental emergency plans.

Provide and coordinate provincial input and participation in National Emergency Agencies and other Federal/Provincial emergency preparedness initiatives.

REFERENCE NUMBER 1

SUB-APPROPRIATION 08-6A

EMERGENCY MEASURES ORGANIZATION

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	57,100	1.00	59,300
Professional/Technical	2.00	83,800	2.00	87,000
Administrative Support	9.26	336,400	9.26	349,200
	12.26	477,300	12.26	495,500
Less: Staff Turnover		(6,000)		0
Add: Overtime		13,000		15,200
Standby Allowance		7,300		9,600
Remote Allowance		2,400		3,000
TOTAL SALARIES	12.26	494,000	12.26	523,300
OTHER EXPENDITURES				
Transportation		57,200		57,200
Communication		42,400		42,400
Telephone	31,500		31,500	
Program Promotion	7,800		7,800	
Radio Systems	3,100		3,100	
Supplies & Services		41,200		40,400
Office Supplies	26,000		26,000	
Operating Supplies/Rentals	11,000		11,000	
Repairs & Maintenance	4,200		3,400	
Capital		4,200		4,200
Other Operating		43,000		43,000
Travel	34,600		34,600	
Other	8,400		8,400	
TOTAL OTHER EXPENDITURES		188,000		187,200
TOTAL EXPENDITURES		682,000		710,500

REFERENCE NUMBER 2

SUB-APPROPRIATION 6B

DISASTER ASSISTANCE BOARD

OBJECTIVE(S)

To communicate and administer government policy on disaster assistance consistent with the provisions of the Emergency Measures Act and the Disaster Financial Assistance Policy.

ACTIVITY IDENTIFICATION

Investigates claims for disaster assistance.

Makes decisions and processes compensation payments in response to disaster assistance claims.

Investigates and reports to the Minister of Government Services on disaster assistance matters.

Develops and maintains procedures for the submission and processing of claims for disaster assistance.

Provides a public awareness program regarding disaster assistance.

Consults with government departments and private institutions in order to prepare specific proposals for the establishment and implementation of disaster assistance programs.

EXPECTED RESULTS

Finalize all existing programs including: the 1989 summer forest fires assistance program to northern trappers for loss of equipment and cabins, and reconstructing trails, June 1991 rainstorm in the Selkirk, Brandon, St. Clements, Springfield areas, July 1991 flooding in the McCreary area, and October 1991 loss of fishing nets in the Easterville, Norquay House, Wabowden, Berens River, Matheson Island and Little Saskatchewan River areas caused by a severe storm.

Work with Water Resources on a study of the dikes and pads in the Red River Valley for a possible upgrading program.

Review the Disaster Financial Assistance Policy and revise as required to meet the needs of the program.

Upgrade and standardize all compensation guidelines of the Board.

Conduct regional seminars throughout Manitoba on the disaster assistance program.

Develop an inventory of potential inspectors and conduct training sessions for them in order to have a well trained staff ready to meet the challenges of a major disaster.

REFERENCE NUMBER 2

SUB-APPROPRIATION 08-6B

DISASTER ASSISTANCE BOARD

	ADJUSTED VOTE 1991/92		YEAR ENDING MARCH 31, 1993	
	SY	$	SY	$
SALARIES				
Managerial	1.00	43,400	1.00	45,000
Professional/Technical	1.00	54,600	1.00	56,600
Administrative Support	1.00	30,500	1.00	33,800
	3.00	128,500	3.00	135,400
Add: Severance & Vacation		42,700		0
TOTAL SALARIES	3.00	171,200	3.00	135,400
OTHER EXPENDITURES				
Board Fees		3,000		3,000
Transportation		5,500		4,600
Communication		5,600		3,300
Supplies & Services		5,600		3,200
Other		3,700		900
TOTAL OTHER EXPENDITURES		23,400		15,000
TOTAL EXPENDITURES		194,600		150,400

ADJUSTED VOTE 1991/92	APPRO NO.	GOVERNMENT SERVICES (VIII) DETAILS OF APPROPRIATION	YEAR ENDING MARCH 31, 1993	RESOLUTION NO.
$25,294,000	7.	**EXPENDITURES RELATED TO CAPITAL**	$13,521,200	64
		- Program of capital construction, renovation and acquisition delivered on a project basis.		
		- Annual program of government fleet vehicle replacement.		
		- On-going systems development to attain increased service and control efficiencies.		
				REFERENCE NUMBER
7 (a)	$21,609,100	Acquisition/Construction of Physical Assets - Government Related	$13,271,300	1
(b)	3,435,000	Vehicle Replacement	0	2
(c)	249,900	Departmental Capital	249,900	3
	$25,294,000		$13,521,200	

REFERENCE NUMBER 1

SUB-APPROPRIATION 7A

ACQUISITION/CONSTRUCTION OF PHYSICAL ASSETS - GOVERNMENT RELATED

Program of major and minor capital construction, renovation and acquisition delivered for all government departments on a project basis in accordance with established approval procedures.

	ADJUSTED VOTE 1991/92	YEAR ENDING MARCH 31, 1993
TOTAL CONSTRUCTION PROJECTS	$21,609,100	$13,271,300
TOTAL ACQUISITION/CONSTRUCTION	$21,609,100	$13,271,300 1.

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REFERENCE NUMBER 2

SUB-APPROPRIATION 7B

VEHICLE REPLACEMENT

Provides for the annual replacement of aging vehicles in the total Government fleet of 2,750 (April 1, 1991) vehicles with a view to increasing the proportion of fuel-efficient compact vehicles and their utilization to minimize overall fleet requirements and operating costs.

	ADJUSTED VOTE 1991/92	YEAR ENDING MARCH 31, 1993
VEHICLE REPLACEMENT	$ 3,435,000 2.	0

NOTES:

1. Decrease to construction projects reflects a reduced requirement of $12.7 million for the new Remand Centre offset by an increase in new projects.

2. Funding for vehicle replacement for 1992/93 included in the Special Operating Agency see Part 4 for details.

REFERENCE NUMBER 3

SUB-APPROPRIATION 7C

DEPARTMENTAL CAPITAL

Provides for ongoing management information systems development to attain increased service and control efficiencies.

	ADJUSTED VOTE 1991/92	YEAR ENDING MARCH 31, 1993
SYSTEMS DEVELOPMENT	$249,900	$249,900

PART 3

HISTORICAL INFORMATION

DEPARTMENT OF GOVERNMENT SERVICES
FIVE YEAR EXPENDITURE AND STAFFING SUMMARY BY APPROPRIATION ($000)
FOR YEARS ENDING MARCH 31, 1989 – MARCH 31, 1993

	ACTUAL/*ADJUSTED EXPENDITURES						ADJUSTED VOTE		MAIN ESTIMATES		
	1988/89		1989/90		1990/91		1991/92		1992/93		
	SY	$	SY	$	SY	$	SY	$	SY	$	
ADMINISTRATION	53.00	2,111.2	52.00	2,207.9	52.00	2,277.6	52.26	2,462.6	52.26	2,520.4	
PROPERTY MANAGEMENT	884.37	117,681.2	867.12	115,148.7	831.50	116,221.9	808.50	117,686.3	789.50	119,754.8	
SUPPLY AND SERVICES	220.33	936.0	223.33	981.3	223.33	82.1	221.49	460.0	162.44	4,770.0	(1)
ACCOMMODATION DEVELOPMENT	68.00	2,820.8	67.00	2,889.8	68.00	3,034.8	47.20	2,203.7	43.20	2,178.2	
LAND VALUE APPRAISAL COMMISSION	2.00	46.6	2.00	34.7	2.00	39.9	2.00	57.1	2.00	62.4	
DISASTER ASSISTANCE	13.26	606.	14.26	703.1	15.26	821.4	15.26	876.6	15.26	860.9	
TOTAL OPERATING	1,241.44	124,201.9	1,226.19	121,965.5	1,196.05	122,477.7	1,148.15	123,746.3	1,066.10	130,146.7	
EXPENDITURES RELATED TO CAPITAL	0	24,859.2	0	17,045.3	0	18,383.4	0	25,294.0	0	13,521.2	(2)
TOTAL	1,241.44	149,061.1	1,226.19	139,010.8	1,196.05	140,861.1	1,148.15	149,040.3	1,066.10	143,667.9	

NOTES:

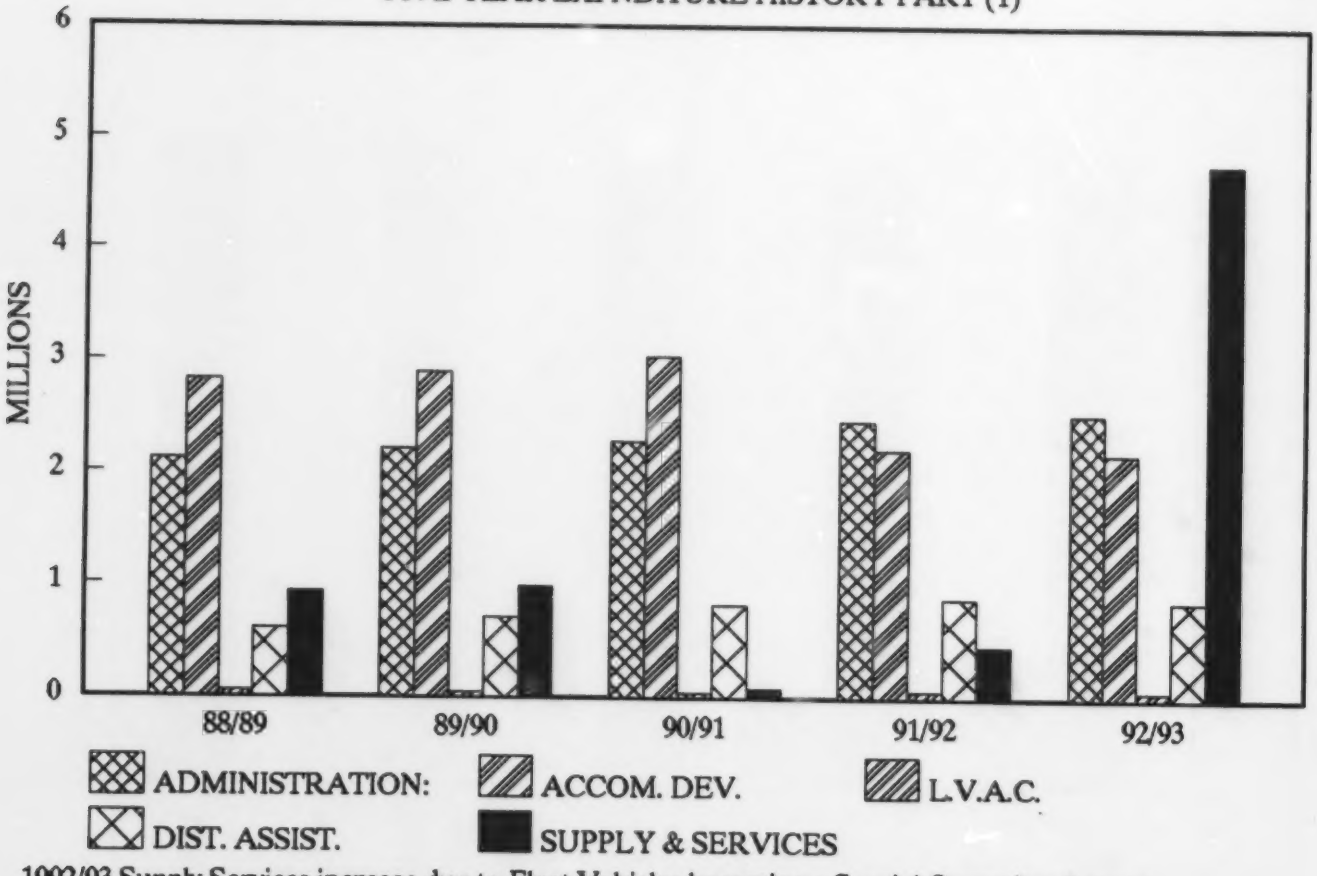
* Adjusted figures reflect historical data on a comparable basis in those appropriations affected by a re–organization, during the years under review.

(1) Establishment of the Fleet Vehicle Branch as a Special Operating Agency has resulted in a reduction of 48.05 S.Y. to the Department's staff complement.

(2) Reflects completion of the Remand Centre and elimination of vehicle purchases due to conversion of Fleet Vehicles into a Special Operating Agency.

APPENDIX 2

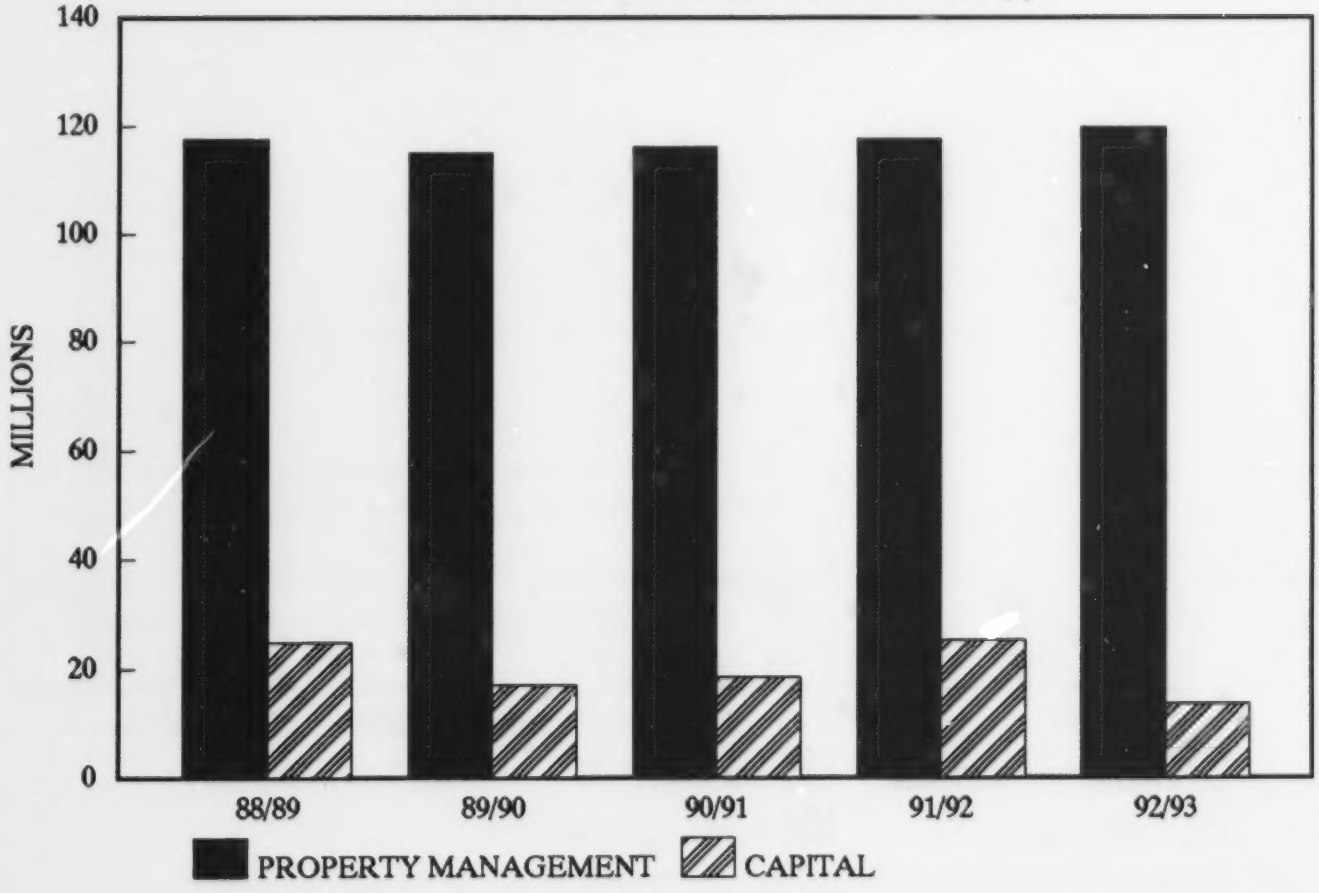
FIVE YEAR EXPNDITURE HISTORY PART (1)



1992/93 Supply Services increase due to Fleet Vehicles becoming a Special Operating Agency.

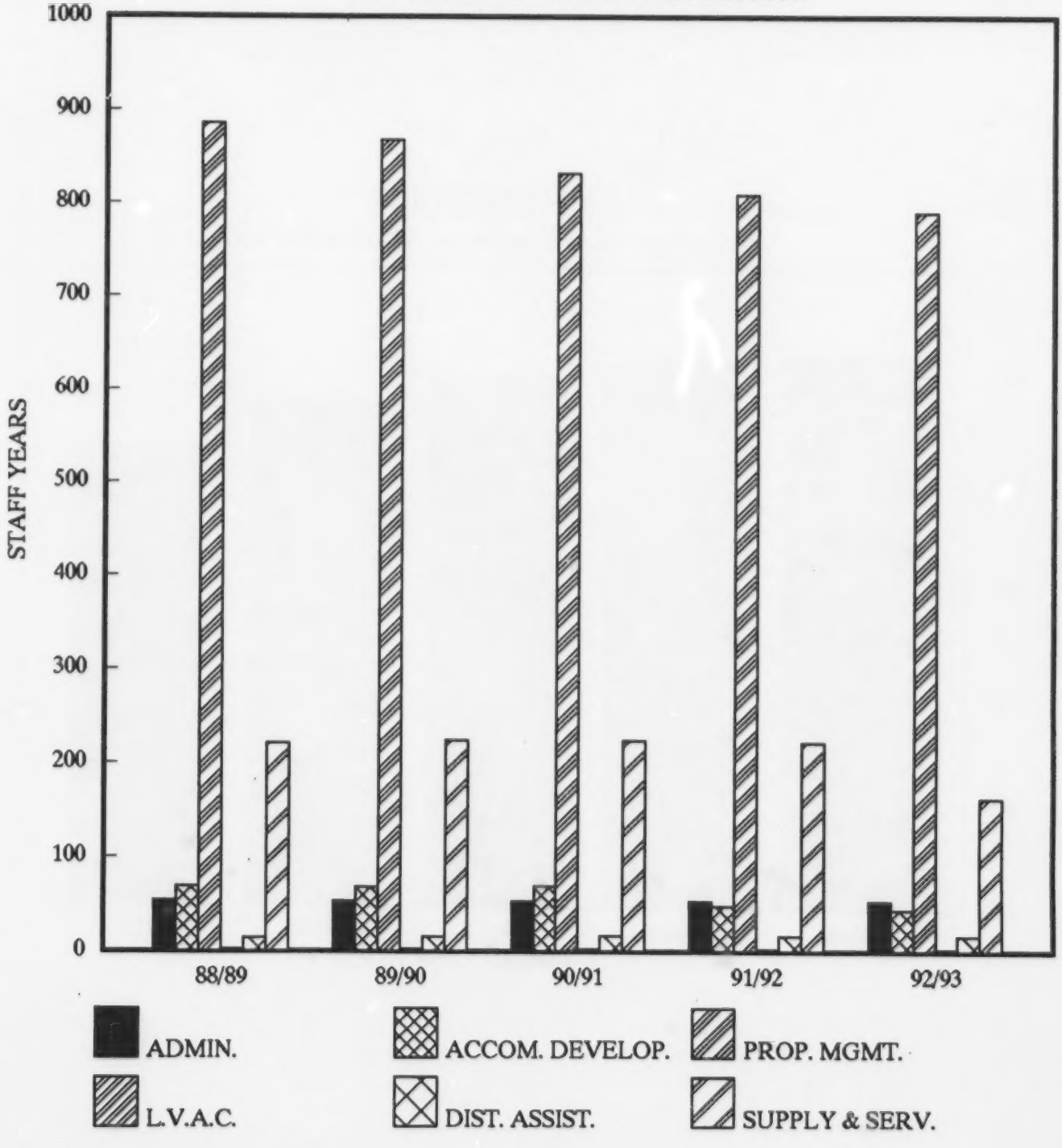
APPENDIX 2

FIVE YEAR EXPNDITURE HISTORY PART (2)



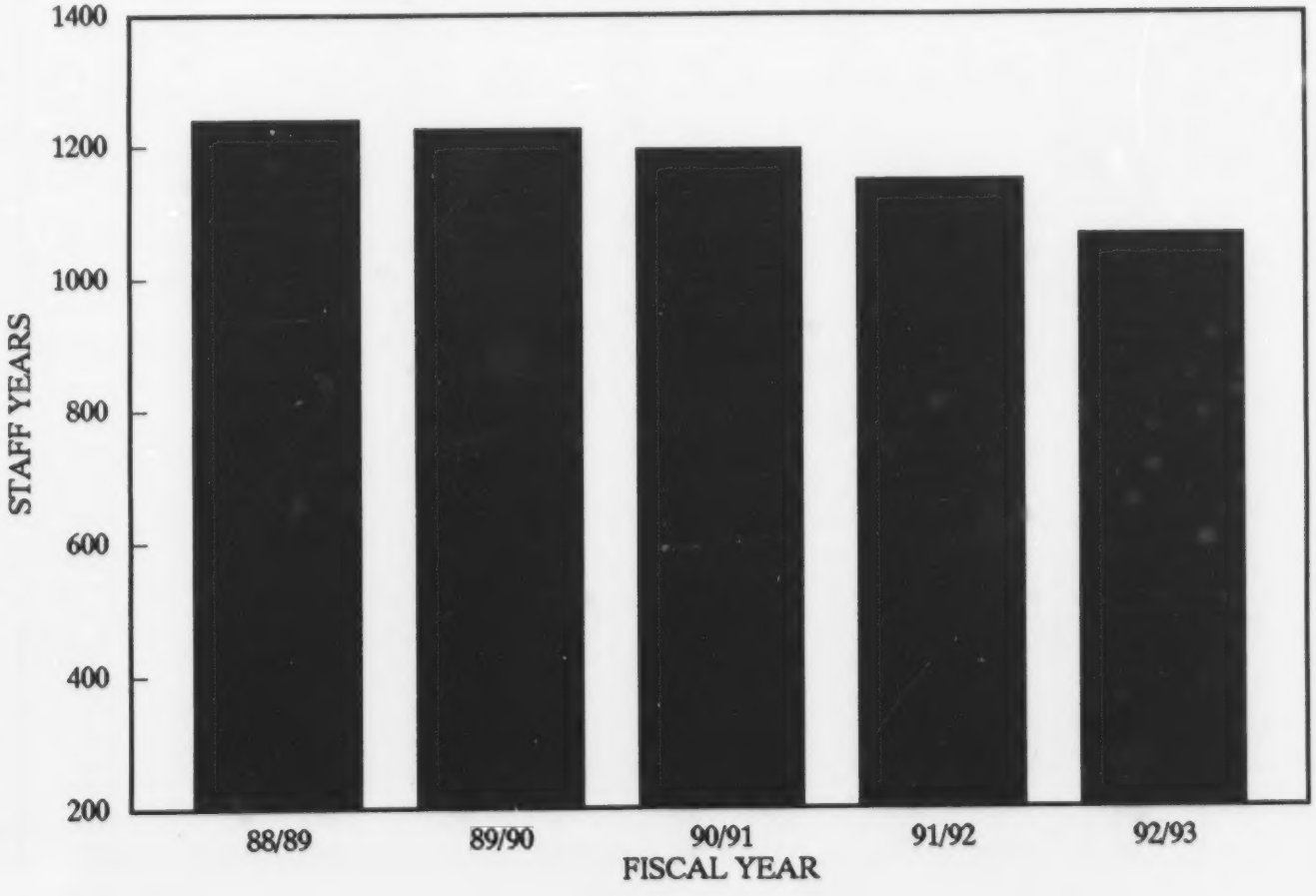
APPENDIX 3

FIVE YEAR DIVISIONAL STAFF HISTORY



APPENDIX 4

FIVE YEAR DEPARTMENTAL STAFF HISTORY



PART 4

SPECIAL OPERATING AGENCIES

REFERENCE 1

FLEET VEHICLES AGENCY

OBJECTIVE(S)

To provide fleet vehicles and related support services to departments and certain agencies at cost.

ACTIVITY IDENTIFICATION

Provide functional and safe motor vehicles equipped to perform the tasks stipulated by clients at the lowest possible cost.

Purchase, maintain, lisence and insure all motor vehicles.

Provide financial and management information on the fleet's operation.

Provide advice to clients respecting vehicle selection, modification and utilization.

Provide clients with regular activity reports on vehicle cost and utilization to enable therm to reduce transportation costs through better vehicle/operator management.

Dispose of surplus and replaced vehicles by public auction.

Coordinate the maintenance of an efficient overall government fleet size through identification of under utilized units for either reallocation or disposal.

EXPECTED RESULTS

As a Special Operating Agency, to conduct the financial and administrative affairs of the organization in a business like manner, insuring generally accepted accrual accounting principles are followed and that all operational expenses are recognized and fully disclosed.

Coordination and servicing to facilitate the operation of approximately 2,600 government vehicles expected to travel 59 million kilometers in 1992-93.

To remain a good corporate citizen by complying with all laws and regulations, by promoting a positive work environment for its employees, and by eliminating or minimizing risks to the environment when and wherever possible.

Replacement of the outdated technology of the automated Fleet Management Information System with the intent of: generating reports to better serve the changing needs of client fleet managers, providing the means to accurately measure internal performance, introducing effective work flow scheduling in the garage, processing accounts efficiently, and implementing generally accepted accrual accounting concepts.

FLEET VEHICLES
SPECIAL OPERATING AGENCY
PRO-FORMA BALANCE SHEETS
APRIL 1, 1992 - MARCH 31, 1995

ASSETS				
CURRENT ASSETS	01/04/92	01/04/93	01/04/94	01/04/95
Cash	$200.0	$200.0	$200.0	$200.0
Short Term Investments	$0.0	$0.0	$0.0	$0.0
Accounts Receivable	$0.0	$900.0	$900.0	$900.0
Prepaid Insurance	$1,665.0	$1,705.0	$1,745.0	$1,785.0
Fuel Bulk	$17.6	$18.0	$18.0	$18.0
Parts Inventory	$90.0	$90.0	$90.0	$90.0
Subtotal	$1,972.6	$2,913.0	$2,953.0	$2,993.0
PLANT AND EQUIPMENT				
Vehicles at Cost	$30,409.6	$31,500.1	$32,590.5	$33,615.5
Less Accumulated Depreciation	($17,946.1)	($18,374.1)	($18,909.4)	($19,563.9)
Shop Equipment	$343.9	$543.9	$543.9	$543.9
Less Accumulated Depreciation	($34.4)	($88.8)	($143.2)	($197.6)
OFFICE EQUIPMENT	$176.2	$326.2	$326.2	$326.2
Less Accumulated Depreciation	($17.6)	($50.2)	($82.8)	($115.5)
Subtotal	$12,931.6	$13,857.1	$14,325.2	$14,608.6
TOTAL ASSETS	$14,904.2	$16,770.1	$17,278.2	$17,601.6
LIABILITIES AND EQUITY				
CURRENT LIABILITIES				
Working Capital Advance	$200.0	$1,596.7	$1,845.9	$1,991.3
Accounts Payable	$0.0	$600.0	$600.0	$600.0
Salaries Payable	$0.0	$0.0	$0.0	$0.0
Total Current	$200.0	$2,196.7	$2,445.9	$2,591.3
LONG TERM LIABILITIES				
Loan Authority Repayable	$0.0	$0.0	$317.1	$518.5
Notional Debt Payable	$9,802.8	$9,631.6	$9,443.4	$9,236.3
Total Long Term Debt	$9,802.8	$9,631.6	$9,760.5	$9,754.8
TOTAL LIABILITIES	$10,002.8	$11,828.3	$12,206.4	$12,346.1
EQUITY				
Consolidated Fund Equity	$4,901.4	$4,901.4	$4,901.4	$4,901.4
Accumulated Surplus (Deficit)	$0.0	$40.4	$170.4	$354.1
Total Equity	$4,901.4	$4,941.8	$5,071.8	$5,255.5
TOTAL LIABILITIES AND EQUITY	$14,904.2	$16,770.1	$17,278.2	$17,601.6

FLEET VEHICLES
SPECIAL OPERATING AGENCY
COMPARATIVE PRO-FORMA INCOME STATEMENTS
FOR FISCAL PERIODS
1992/93-1994/95

	31/03/93	31/03/94	31/03/95
INCOME:			
Vehicle Leases	$15,930.0	$16,225.0	$16,520.0
Interest Income	$0.0	$40.7	$37.8
Employee Parking	$17.1	$17.6	$18.1
Vehicle Insurance (Rebate)	$392.4	$404.2	$416.3
Service Work	$72.1	$74.3	$76.5
Autopac Claims	$154.5	$159.1	$163.9
Total Income From Operations	$16,566.1	$16,920.9	$17,232.6
EXPENSES:			
Direct Expenses			
Salaries	$1,455.1	$1,498.7	$1,543.7
Fuel	$4,684.2	$4,824.7	$4,969.4
Credit Card Repair	$562.3	$559.1	$545.9
Vehicle Repair	$2,657.4	$2,637.1	$2,566.2
Vehicle Insurance			
Vehicle Insurance Premium	$1,656.3	$1,706.0	$1,757.2
Special Risk Extension Premium	$111.2	$114.6	$118.0
Deductible Expenses	$36.8	$37.9	$39.0
Other	$150.0	$154.5	$159.1
Total Direct	$11,313.3	$11,532.6	$11,698.5
Indirect Expenses			
Depreciation Vehicles	$3,001.3	$3,168.7	$3,310.6
Depreciation Equipment	$85.0	$87.0	$87.0
Human Resource Overhead	$261.9	$269.8	$277.9
Occupancy Costs	$460.2	$474.0	$488.2
Departmental Charges	$234.8	$241.9	$249.2
Interest on Loan Authority	$25.2	$2.5	$4.1
Interest on Working Capital	$30.1	$0.0	$0.0
Total Indirect	$4,098.5	$4,243.9	$4,417.0
TOTAL EXPENSES	$15,411.8	$15,776.5	$16,115.5
NET INCOME (LOSS) FROM OPERATIONS	$1,154.3	$1,144.4	$1,117.1
ADD GAIN (LOSS) FROM SALE OF VEHICLES	($133.6)	($51.2)	$10.9
LESS INTEREST ON NOTIONAL DEBT	980.3	963.2	944.3
NET INCOME/(LOSS)	$40.4	$130.0	$183.7

FLEET VEHICLES SPECIAL OPERATING AGENCY
PRO-FORMA STATEMENTS OF CHANGE IN FINANCIAL POSITION
April 1, 1992 – March 31, 1995

	1992/93	1993/94	1994/95
Opening Balance	0.0	200.0	200.0
Plus Cash Inflow			
From Operations:			
Recovery Collections	14,245.4	15,378.1	15,657.7
Revenue Collections	784.6	846.9	862.3
Insurance Rebate	392.4	404.2	416.3
Service Work	72.1	74.3	76.5
Autopac Claims	154.5	159.1	163.9
Vehicle Disposal	765.0	840.0	1,015.0
Employee Parking	17.1	17.6	18.1
SubTotal	16,431.1	17,720.2	18,209.8
From Financing Activities:			
Loan Authority Drawdown	4,600.0	4,655.0	4,725.0
Interest On Surplus Capital	0.0	40.7	37.8
SubTotal	4,600.0	4,695.7	4,762.8
Total Receipts	$21,031.1	$22,415.9	$22,972.6
Less Cash Outflow			
To Operations:			
Direct Costs			
Salaries	1,455.1	1,498.7	1,543.7
Fuel	4,384.2	4,824.7	4,969.4
Repairs/Incl Credit Card	2,919.7	3,196.2	3,112.1
Insurance	1,804.3	1,858.5	1,914.2
Loan Authority Repayment	4,600.0	4,337.9	4,523.6
Notional Debt Repayment	171.2	188.3	207.1
Body Shop Upgrade	200.0	0.0	0.0
Data Processing Upgrade	150.0	0.0	0.0
New Vehicle Purchases	0.0	0.0	0.0
Other	150.0	154.5	159.1
Subtotal	15,834.5	16,058.8	16,429.2
Indirect Costs			
Human Resource Ovh'd	261.9	269.8	277.9
Occupancy Costs	460.2	474.0	488.2
Departmental Charges	234.8	241.8	249.2
SubTotal	956.9	985.6	1,015.3
To Financing Activities:			
Vehicle Purchases	4,600.0	4,655.0	4,725.0
Int. Loan Author.	25.2	2.6	4.2
Int. Notional Debt	980.3	963.1	944.3
Int. Working Capital	30.9	0.0	0.0
SubTotal	5,636.4	5,620.7	5,673.5
Total Disbursements	$22,427.8	$22,665.1	$23,118.0
Net Cash Flow	(1,396.7)	(249.2)	(145.4)
Less Minimum Balance	200.0		
Net Change In Financial Position	($1,596.7)	($249.2)	($145.4)
Y. E. Working Capital Surplus/(Deficit)	($1,596.7)	($1,845.9)	($1,991.3)

FLEET VEHICLES OPERATIONAL STATISTICS FOR FISCAL PERIODS 1992 – 1995

Travel Distance (Boards And Commissions)	3,000.0	3,000.0	3,000.0
Travel Distance (Govt. Departs.)	56,000.0	56,000.0	56,000.0
Total Travel Distance	59,000.0	59,000.0	59,000.0
Fuel Consumption			
Litres	9,676.0	9,676.0	9,676.0
Price/Litre	$0.484	$0.499	$0.514
Consmption Per 100 Km.	16.4	16.4	16.4
Marginal Income Rate	0.270	0.275	0.280
New Vehicle Purchases	350	350	350
Average Price	$13.1	$13.3	$13.5
Vehicles Sold	450	350	350
Average Return	$1,700.00	$2,400.00	$2,900.00
Disposal Value	$765.0	$840.0	$1,015.0
Book Value	$898.6	$891.2	$1,004.1
Gain/(Loss)	($133.6)	($51.2)	$10.9
Fleet Size	2,643	2,643	2,643
Average Vehicle Age Years	4.1	3.9	3.7
Average Odometer Km's	105,000	100,000	90,000

FLEET VEHICLES
SPECIAL OPERATING AGENCY
STATEMENT OF PLANNED CAPITAL EXPENDITURES
April 1, 1992 – March 31, 1995

	1992/93	1993/94	1994/95
REPLACEMENT VEHICLES			
Quantity	350	350	350
Average Price	13.1	13.3	13.5
Subtotal	4,600.0	4,655.0	4,725.0
FACILITY UPGRADES			
Improvements to body shop facility	200.0		
Data Processing upgrade	150.0		
TOTAL	$350.0		
GRAND TOTAL CAPITAL EXPENDITURES	$4,950.0	$4,655.0	$4,725.0

NOTES TO FINANCIAL STATEMENTS:

1. BASIS OF ACCOUNTING

(1.1) Generally accepted accounting principles applied on an accrual basis were used in the preparation of these pro-forma statements.

(1.2) Services, such as purchasing, data processing, and personnel, that have traditionally been provided by central agencies at no charge are reflected as overhead items in the income statement.

(1.3) The Agency's fiscal year will be from April 1 to March 31.

(1.4) An inflation factor of 3 % has been used to calculate cost increases in fiscal years 1993/94 and 1994/95.

2. AUTHORIZED FINANCING

(2.1) For financing purposes an independent entity will be established known as the Special Operating Agency Financing Authority. This Authority will assume ownership of all the assets of the Agency. The Agency will sign a management agreement with the authority to manage the assets on its behalf. The Authority, not the Agency, will submit financial statements for Public Accounts purposes.

(2.2) Funding for the purchase of fixed assets will be provided via the Loan Act. Interest will be charged on outstanding balances at prevailing rates. The rate at start up has been estimated at 9%. For the purpose of statement presentation it has been assumed that Loan Act debt would be repaid first, at the end of each month, from any surpluses in working capital generated by operations.

(2.3) Working Capital utilized for purposes of general operations will be borrowed by the Agency from the Department of Finance, Treasury Division. The interest rate charged for the working capital is calculated at 1.5% above the prime rate, at start this was determined to be 7.5%. The maximum level of working capital available to the Agency for any given year will be established and approved by Lieutenant Governor In Council as per the provisions of the S.O.A. Act.

3. CURRENT ASSETS/LIABILITIES

(3.1) The Agency will maintain a minimum cash balance of $200.0. This will allow the flexibility necessary to meet all short term requirements such as payroll etc..

(3.2) Accounts Receivable and Accounts Payable were not transferred at start up. As the existing year end procedures for the Province are to hold its books open until April 20, 1992, it was determined that all expenditures and revenues earned from government departments prior to April 1,1992 be subject to these cutoff procedures. It was determined that the level of accounts receivable and payables remaining after the Provincial year end cutoffs were not significant enough for disclosure in the financial statements.

(3.3) Opening fuel and parts inventory values were determined from physical counts completed as at March 31, 1992 . Accuracy of the counts were verified by staff from the Internal Audit Branch of the Department of Government Services.

(3.4) Prepaid Insurance represents 11/12 of the vehicle insurance paid in the previous year.

4. FIXED ASSETS

(4.1) Vehicular assets were valued on the basis of lower of depreciated value or market. Market value was calculated using the industry accepted publication known as "Red Book". The depreciated value was calculated on the basis of a six year useful life and a salvage value equal to 25% of the purchase price. An accelerated depreciation method, known as sum of the years digits, was used. This method produces the greatest amount of depreciation expense during the first years of the life of an asset.

(4.2) Other fixed assets have been depreciated on a straight line basis over their estimated useful life.

5. OWNERSHIP

(5.1) Provincial Government ownership has been reflected as 1/3 equity and 2/3 notional long term debt . The long term debt is interest bearing at a fixed rate of 10% and will be retired over a 20 year amortization period, in single installments, paid at the end of each fiscal period.

STAFF CATEGORIES

Managerial

Positions which have been delegated the authority and have the responsibility to plan, administer, and control the resources and activities of a defined organizational unit in the Manitoba Government, and are directly and fully accountable for:

- the utilization of resources in achieving planned objectives including the development of a budget and the initiation and authorization of expenditures; and,

- the organization's results and impacts.

Professional/Technical

Employees who have duties that relate to specific areas of program operations requiring some functional specialization.

Included in this category are the sub-component agreements of:

Education
Health
Legal, Inspection and Regulatory
Physical Sciences
Social Sciences
Trades, Operations and Services
Personnel Officer Series
Administration (with the exception of the Administrative Officer Series)
Engineers (O.P.E.E.P.M.)
Legal Aid Lawyers (L.A.L.A.)
Crown Attorneys (M.A.C.A.)
Doctors (M.M.A.)
L.A.M.C Staff
Professional Officer Series

NOTE: Those employees who are managers and are also classified in one of the above sub-component agreements or exclusions shall be categorized only once, as managerial.

Administrative Support

Employees who have duties related to the provision of support and assistance to program operations.

Included in this category are employees classified within the clerical component or the Administrative Officer series.

STAFF YEARS

1.00 staff year equates to 52 weeks of employment, therefore, fractions of staff years represent weeks of employment. For example: 65.20 staff years means 65 full staff years and 20 weeks of employment.

OBJECT CODE

An object code is a classification of expenditures according to the nature of expense such as salaries, facilities, etc., which identifies the object of expenditure out of appropriation funds. The Manitoba Government accounting system tracks expenditures according to the following summary level object codes:

Summary Level 1-digit Codes	Components
Personnel Services	Regular Earnings Other Earnings (overtime, shift premium), Departmental Ministers and Members of Legislative Assembly, Fringe Benefits, Other (Worker's Compensation Allowance, Supplement), Health and Education Tax Levy, Personnel Services Recoveries.
Grants/Transfer Payments	Discretionary Grant, Nondiscretionary Grant, Transfer Payment.
Transportation	Vehicles, Aircraft, Other (taxi, bus, freight, rail).
Communication	Telephone, Electronic Mail, Postage, Courier, Advertising, Exhibits, Radio Systems.
Supplies and Services	Operating Supplies, Materials, Office Supplies, Repairs and Maintenance, Utilities, Rentals, Professional Services, Other Fees, Supplies and Services Recovery.
Public Debt	Debt Redemption, Interest on Debt, Discount on Debt, Amortization, Bank Charges, Foreign Exchange, Sinking Fund, Other Charges.
Capital	Land, Buildings, Furniture, Vehicles, Equipment, Other Physical Assets, Capital Grants.

Other Operating	Hotels, Meals, Computer Related Charges, Loss, Damage, Insurance and Extraordinary Costs, Publications, Employee Education Assistance, Relocation and Transfer Costs, Other (membership fees, hospitality, uniforms, conference/convention registration fees, incidental allowances).
Social Assistance and Related Acts	Clothing for Citizens, Fees and Services, Assistance Payments (food, shelter, allowances, utilities), Transportation Health, Special Needs.

ADJUSTED VOTE

A realignment of previous year's vote for any organizational change to provide for more accurate and realistic comparisons from one budget year to the next.

STAFF TURNOVER ALLOWANCE

An adjustment made to a salaries account to allow for attrition and staff turnover. It is a negative adjustment to enable the organization to more accurately display salary requirements.